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ABSTRACT

West Georgia College is a unit of the University System of Georgia and is governed by statutes that have been approved by the Board of Regents. This 1974 faculty handbook is a compilation of general policies and procedures that affect the professional activities of the faculty and staff at West Georgia College. Personnel policies and procedures are covered (including appointment, tenure, grievance procedures, and equal employment) as well as faculty teaching and nonteaching responsibilities (including, classroom procedures, faculty liability, counseling, and participation in college affairs). Included is an organizational chart. (KE)

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FACULTY HANDBOOK

WEST GEORGIA COLLEGE

September, 1974

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Foreword

West Georgia College is a unit of the University System of Georgia and is governed by the Board of Regents through the Chancellor and Staff of the Central Office of the University System. Details concerning the general policies of the Board of Regents are published periodically in the Policies, Board of Regents, University System of Georgia. Information regarding policies adopted for particular institutions or the exact wording of a specific policy is contained in the official minutes of the Board. These documents are available to the faculty and staff upon request.

The College also is governed by statutes which have been approved by the Board of Regents. These statutes contain official statements of general policy, rules, regulations, procedures, organization, and governance at West Georgia College. The Board of Regents retains the power to modify, amend, or repeal the statutes of the College. Copies of the statutes may be obtained from the Office of the President or from the Executive Secretary of the West Georgia College Senate.

A copy of the organizational chart of West Georgia College has been inserted into this handbook.

This handbook is a compilation of general policies and procedures which affect the professional activities of the faculty and staff at West Georgia College.

The format of this handbook is designed to accommodate readily changes in content necessitated by changes in policies and procedures.

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I. GENERAL PERSONNEL POLICIES AND PROCEDURES

A. Appointment and Reappointment (Article V, Section 2, WGC Statutes)

1. General

All appointments and reappointments of members of the Faculty shall be made by the President of West Georgia College with the approval of the Board of Regents. Recommendations for positions on the General Faculty will ordinarily originate with departmental chairmen and shall be presented, through appropriate deans or directors of activities and then through the Vice President and Dean of Faculties, to the President for his consideration.

2. Appointment

Every appointment shall be made solely on the basis of merit and the special qualifications of the individual for the work demanded by the position. For teaching faculty, special considerations shall be given to: the cadidate's teaching ability; his/her research ability; and his/her achievements; his/her successful experience (this must necessarily be waived in the case of beginners otherwise qualified); his/her desirable personal qualities, judged on the basis of personal interview; his/her complete biographical data; his/her recommendations; and his/her general usefulness or promise to the College.

The appointee shall be given the appropriate teaching rank according to the criteria outlined in Section I-11, Policies, Board of Regents, University System of Georgia and the Policy Handbook, West Georgia College. (See "Criteria for Promotion and Tenure" in this handbook.) Department chairmen, deans of schools, directors of activities, and other personnel authorized to recommend initial appointment of faculty members shall be responsible for maintaining equity in rank between faculty being employed and those already serving.

It shall be a condition of the initial offer of employment that such employment is contingent upon receipt of official verification of all degrees claimed.

Completion and signing of a security questionnaire by each employee of the University System of Georgia shall be a condition of employment. All copies of security questionnaires shall be filed in the office of the Board of Regents and no copies thereof shall be kept at West Georgia College.

All employees of the University System of Georgia shall be required to take and sign loyalty oaths as required by the laws of the State of Georgia. The form of the oath shall be as prescribed by the Attorney General of the State of Georgia and the Board of Regents.

The President shall send to the Chancellor the name and biographical sketch of any alien recommended for employment. The President shall also send to the Chancellor, with his/her recommendation for the employment of an alien, a certification that a thorough investigation has been made and it has been determined that there is no qualified citizen of the United States available to perform the services desired by the institution. Cognizance shall be taken of the 1955 Laws of the State of Georgia (page 383) which provides "...that any institution of the University System of Georgia may employ any alien who is attending such institution as a student, and any institution may employ an alien for a period of time not to exceed one year, or enter into exchange professorship agreements with institutions, foreign or otherwise, where aliens are involved for a period of time not to exceed one year...." If the President desires to continue the employment of the alien beyond the first year, he/she shall request the Board of Regents to authorize his/her continued employment. The Board of Regents may, if it sees fit, authorize reappointments of aliens on a year to year basis. (Section I-15, Policies, Board of Regents, University System of Georgia).

The basic criteria for the appointment and promotion of faculty at West Georgia College shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage provided the individual meets and fulfills the appropriate University System appointment and promotion standards as set forth in those policies. No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance, or welfare. For the purpose of this policy relatives are defined as husbands and wives, parents and children, brothers, sisters, and in-laws of any of the foregoing. (Section I-2, Policies, Board of Regents, University System of Georgia).

3. Reappointment

All tenured faculty members employed under written contract for the fiscal or academic year of three quarters who do not wish employment with the College for subsequent fiscal or academic year shall give written notice of their intention to resign to the President postmarked no later than February 1 immediately preceding the expiration of the contract period.

On or before February 1 of each year and immediately preceding the expiration of a contract period, the President shall, in writing, advise all non-tenured faculty members and other non-tenured personnel employed under written contract (except those who are in their first year of employment) whether an employment contract for the succeeding academic year will be offered to them. Such written notice shall be delivered by hand, or by certified mail,

to be delivered to the addressee only, with receipt to show to whom and when delivered and the address where delivered.

Non-Tenured faculty members and other non-tenured personnel under written contract who are in their first contract period of employment, shall be notified as aforesaid on or before April 1 immediately preceding the expiration of their contract period.

Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in his/her contract. Subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract. (Section I-6, Policies, Board of Regents, University System of Georgia).

B. Criteria and Procedures for Evaluating Non-tenured Faculty within Departments or Areas when Faculty is to be Reduced Because of Financial Exigency

1. Criteria

The following criteria are to be used in determining the comparative value of non-tenured faculty to a department or area in order to determine which faculty members will not be rehired when faculty is to be reduced because of financial exigency. The first two are clearly inter-related and most important. The others are of lesser importance.

a. Departmental (area) needs

b. Teaching effectiveness

c. Service to the department and college

d. Professional growth

e. Academic achievement

f. Number of academic years of service to the institution

g. Service to the community

Definitions of criteria b,c,d,e, and f are included in the promotions document.

Each spring quarter departmental needs are to be determined by the department chairman in consultation with faculty members who shall assess the effectiveness and value of each program or course offering to the department and college. Each spring quarter the supervisor of each of the "other" areas will consult with faculty members who shall assess the effectiveness and value of each function of the area to the area and the college.

2. Procedures

a. Each department or area shall decide in the spring of each year on the consultation procedure to be used in the event that it is necessary to reduce faculty for financial reasons.

b. At the time that a department chairman or supervisor is informed that a staff reduction for financial reasons is necessary, he/she shall institute the following procedures:

The department chairman or supervisor shall provide copies of each non-tenured faculty member's curriculum vitae (defined in "Criteria for Promotion and Tenure" in this handbook) to the appropriate persons. He/she shall also provide those persons with a copy of the statement of the departmental assessment made in the preceding spring.

The department chairman or supervisor shall consult with members of the department or area (in the manner decided upon by the department or area) to evaluate each non-tenured member (except himself/herself) according to the criteria. The consultation shall culminate in written evaluations of each non-tenured faculty member; each evaluation shall be signed or initialed by the department chairman and the person making an individual evaluation or the persons making a collective evaluation.

The department chairman or supervisor shall prepare an abstract of the evaluations, noting both the strengths and weaknesses of each person evaluated, and shall also prepare a ranking list of the non-tenured faculty of the department or area.

The abstracts and the ranking list shall be forwarded to the dean of the school or the Associate Dean of the Faculties.

The individual evaluations from which the abstracts were prepared shall not be destroyed until final action on the reduction of faculty has been effected.

c. Persons whose contracts are not to be renewed because of action taken under these procedures shall be notified of such non-renewal at the earliest possible date. A person wishing to submit an appeal or to institute a grievance procedure must do so within ten days of notification of non-renewal. If a person appeals and is rejected and wishes to institute a grievance, he/she must do so within five days of the rejection.

d. When a faculty member teaches courses or serves in another department or area than that which is his/her primary responsibility or when he/she is on loan for less than a year to another department or area, he/she shall be evaluated according to these procedures by his/her home

department. In addition, however, the department chairman or supervisor shall consult with the department chairman or supervisor in the other area and include the latter's evaluation in his/her ranking.

e. A faculty member who no longer performs his/her primary function in the department or area in which he/she holds rank shall not be evaluated by that department or area according to these procedures until after he/she has returned to that department or area and served for an academic year.

3. Reappointment of Faculty Who Are Terminated for Financial Reasons

a. The College shall maintain a list of all employees not re-appointed for financial reasons. They shall be listed by service area and function or by department and area of specialization.

b. When positions are reinstated in an area or department for which released faculty members qualify, they shall be offered the position and given a reasonable time within which to accept or decline it.

C. Procedures and Criteria for Employment, Promotion, and Tenure

1. Foreword

These procedures are designed to place the responsibility for selecting those persons in the college best qualified for promotion in rank or granting of tenure within the purview of increasingly larger units of the college.

The number of faculty members who advance in rank and the rate of their advance are dependent on a number of factors, several of which are beyond the control of West Georgia College. The external factors include the following:

The Board of Regents, who must maintain a sound and equitable structure within the University System;
Financial appropriations;
Appointments of new faculty members and resignations or retirement of faculty members within departments;
Availability of applicants with advanced degrees and/or superior experience of recommendations.

Beyond these factors, advance in rank shall be controlled within the College by an annual promotion recommendation system whose purpose shall be to promote the most competent faculty members available to the advanced professional positions that have been approved by the Chancellor's office.

The annual promotion recommendation system shall also control the granting of tenure. Tenure shall be extended to recognize professional achievement and service and also to provide an element of job security.

The annual promotion recommendation system shall be administered according to the procedures herein established.

All actions taken according to the procedures, whether by the committees, the vice president and dean of faculties, or the president, are in the form of recommendations to the next higher authority and are, therefore, subject to review by that higher authority.

2. Procedure

A faculty member may be suggested for promotion or granting of tenure by his/her administrative supervisor or by a colleague, or he/she may nominate himself/herself. Any faculty member whose name is suggested or who believes himself/herself to be fully qualified for promotion or tenure as assistant professor in accordance with the criteria established herein and who desires to be considered shall submit a dossier, organized according to the four specific promotion criteria (which shall also govern granting of tenure to assistant professor), to his/her department chairman or non-teaching faculty supervisor. The dossier shall include clear identification of the two specific criteria considered noteworthy (see "Faculty Rank--Criteria" in this section of the handbook).

a. Formation and Operation of Faculty Promotion and Tenure

Advisory Committees

A Faculty Promotion and Tenure Advisory Committee shall be established in each school of the college, and one such committee shall be established from those holding faculty rank who are not assigned to a school.

In each school the dean shall be responsible for the establishment of the committee, and he/she shall be its chairman. The committee shall consist of the dean of the school, who will be a non-voting member, and such members as shall be selected by the faculty of each school by whatever means the faculty of the school or its representatives shall determine. No faculty member shall serve on the committee during a year in which he/she is being considered by the committee. No department shall have more than two members on the committee.

The associate dean of faculties shall recommend to the vice president and dean of faculties the areas to be represented on the non-teaching faculty committee. The committee shall consist of the associate dean who will be a non-voting member as chairman, and such members as shall be selected by the faculty members involved by whatever means they shall determine.

Each committee shall meet at the call of its chairman. At the initial meeting the committee chairman shall review the qualifications for each rank so that all members will be aware of the specific criteria necessary for promotion or tenure as assistant professor. All dossiers submitted shall be reviewed by all committee members prior to other meetings. Department chairmen or supervisors shall see that all dossiers are organized uniformly according to the four criteria specified.

Each dossier shall include the following documents:

A curriculum vitae (see section 4 for format);

The report of the departmental faculty group which formally discussed the department's candidates for promotion;
The three evaluations of teaching effectiveness and performance of allied duties specified in section 5;
Any letters of recommendation which the department chairman has received;
The department chairman's statement regarding the candidate's qualifications for promotion or tenure.

The dossier may also include reprints of scholarly publications.

N.B.: The dossiers and all their contents are confidential. When, however, The Grievance Subcommittee determines that a grievance submitted to it is legitimate, all documents deemed relevant by the Subcommittee will be made available to the petitioner. When such documents are individual letters of recommendation from persons other than the petitioner's Department chairman or Dean, the contents of the letters but not the identity of the writer will be provided to the petitioner.

The vice president and dean of faculties shall establish the date by which recommendations shall be submitted to him.

The relative merits of each candidate for promotion or tenure as assistant professor shall be discussed to the extent desired by the simple majority of committee members. Any department chairman or supervisor who is not a member of the committee may be called to discuss with the committee the qualifications of each person nominated from his/her department.

Voting shall be by secret ballot and according to the following procedure: all candidates for promotion to each academic rank shall be voted on at the same time, and all candidates for tenure shall be voted on at the same time. Each candidate shall be rated on a scale of zero to ten. (A committee member may assign the same number of points to more than one candidate if he/she considers them equally qualified.) The chairman shall total the points awarded each candidate. Candidates must receive two-thirds of the possible number of points (ten X number of committee members voting) to be recommended for promotion. (In extraordinary circumstances a committee member may be excused by the committee chairman from discussing a candidate and voting on his/her candidacy.)

The Committee chairman shall submit a list of the names of those nominated to the vice president and dean of faculties. The names of those recommended for promotion shall be arranged by academic rank; an additional list shall consist of the names of those recommended for granting of tenure as assistant professor. The chairman shall note the percentage of the possible points which each nominee received in the voting.

The dossiers of those approved by the committee shall be submitted with the report.

The chairman of each committee shall include with the dossiers a statement of his/her own recommendation.

The committee chairman shall prepare a statement for each candidate not recommended informing him/her of the areas in which the committee believes additional effort should be expended in order that the candidate shall be adjudged better qualified when again considered for promotion. This statement shall be forwarded to the candidates at the same time as statements from the vice president and dean of faculties are sent (as provided below).

b. The vice president and dean of faculties shall compare the qualifications of the people recommended as revealed by their dossier and by their position on the ranked lists provided by the advisory committees. The vice president and dean of faculties shall then decide which candidates he will recommend favorably to the president. He shall then notify the dean of each school and the associate dean of faculties of his decisions. In addition, the vice president shall provide a statement for each additional unsuccessful candidate (those candidates whom the vice president and dean of faculties has decided not to recommend to the president for promotion or tenure) informing him/her specifically of the areas in which additional effort should be expended in order that the candidate shall be adjudged better qualified when again considered for promotion.

The deans of each school and the associate dean of faculties shall notify the department chairman or area supervisor of the status of each candidate. The department chairman in turn shall immediately inform each candidate of his/her status. The deans and associate dean of faculties shall also forward their statements and the vice president and dean of faculties' statements to unsuccessful candidates through the same channels.

Copies of the statements shall also be placed in the candidates' personnel folders.

c. Appeals Procedure

Within ten days of notification by the department chairman, unsuccessful candidates may submit in writing an appeal for reconsideration through channels to the vice president and dean of faculties. They shall include such additional data as they think pertinent to their case. The promotion committee of the appropriate school or

other area, if it is their recommendation which is being appealed, shall reconsider the candidate's merits in relation to the merits of these recommended for promotion or tenure to the extent desired by the simple majority of committee members. They shall then vote as in section 2.a, and the chairmen shall forward their recommendations and the dossiers of all appellants to the vice president and dean of faculties.

d. Final Recommendation

The vice president and dean of faculties shall review the advisory committees' recommendations, the dossiers of all candidates who appealed the committees' recommendations and the recommendations on appeals of the promotion advisory committees, and such other material as he/she thinks pertinent. To aid him/her in reaching decisions, he/she may also consult with disinterested persons of his/her choice. He/she shall then recommend to the president those faculty members considered to be fully qualified and deserving of promotion or tenure, as the case may be.

After a review of the recommendations of the faculty promotion advisory committees, recomendations of committee chairman and department chairmen, and of the vice president and dean of faculties, as well as decisions on appeals of the vice president and dean of faculties, the president shall recommend to the Board of Regents those faculty members the president judges fully qualified and deserving of promotion or tenure, as the case may be.

e. Promotion in Faculty Rank to a Member of the Administrative Staff

Any member of the administrative staff who holds faculty rank in a teaching area and who wishes to be considered for promotion or who is recommended for promotion shall submit a dossier to the chairman of the department in which he/she holds rank. His/her application/nomination shall be considered under the procedures herein prescribed.

f. Granting of Permanent Tenure After Probationary Period

Each faculty member hired as a professor or associate professor shall, during the spring quarter of his/her second year, be evaluated by the faculty promotion advisory committee of his/her school or other areas in the manner prescribed for nominees for promotion and his/her candidacy for tenure shall be voted on by the committee. A two/thirds majority shall be necessary for recommendation for renewal of his/her fourth year contract.

g. Initial Employment

The same criteria elaborated below for each faculty rank shall be applied when faculty are initially employed. Department chairmen and/or department personnel committees shall be responsible for maintaining equity in rank between faculty being employed and those already serving. If problems of initial rank arise, they may be brought before the appropriate school or non-teaching promotion advisory committee.

3. Faculty Rank--Criteria

a. Time Limits--Promotion

An Instructor may serve in rank a maximum of five years. He/she should be considered for promotion as soon as he/she has met criteria for Assistant Professor.

An Assistant Professor shall normally not be considered for promotion to Associate until his/her third year in rank at West Georgia College; he/she must be considered during his/her fifth year. If rejected at that time, he/she must be considered again no later than his/her seventh year. If he/she is not promoted by or during his/her seventh year as assistant professor or his/her tenth year as instructor and assistant professor, he/she should be granted tenure as an Assistant Professor or not re-employed. A faculty member's receipt of tenure shall not preclude his/her future consideration for promotion.

The time after which a faculty member must be considered for promotion to associate professor or for the granting of tenure shall be counted from September 1, 1971, or the date of employment, whichever is later.

An Associate Professor shall normally not be considered for promotion to professor until his/her fourth year in rank.

b. Time Limits--Employment and Tenure

Tenure of Professors and Associate Professors shall be permanent. When a faculty member's first connection with an institution is in the capacity of a professor or associate professor, he/she shall serve on a probationary basis for a period of three years; he/she shall, during his/her second year, be evaluated as prescribed in section 2.f.

The time after which a faculty member hired as associate professor or professor must be evaluated as described shall be counted from September 1, 1972, or the date of employment, whichever is later.

Assistant Professors may be considered for tenure during their fourth year of service.

Appointments of Instructors shall be on a year-to-year basis and no teacher shall serve with the rank of instructor for a period longer than five years.

(Board of Regents Policies, p.119).

c. Specific Criteria

Four criteria are prescribed by Board of Regents Policies, p. 118 Superior Teaching, Outstanding Service to the Institution, Academic Achievement, and Professional Growth and Development. According to Regent's Policies, NOTEWORTHY ACHIEVEMENT should be expected in only two areas. For employment or promotion to Associate Professor or Professor, one must have demonstrated SOME ACHIEVEMENT in all four areas. For non-teaching personnel not assigned to a school, outstanding fulfillment of duties shall be the criterion applied rather than superior teaching.

Below are outlined specific MINIMUM requirements by rank for meeting each criterion:

To Be Employed as Instructor

1. Teaching	If no teaching experiences, potential for effective teaching as revealed by transcripts, recommendations, and personal interview. If experienced, evidence of effective teaching as revealed by recommendations.
2. Service to Institution	Potential for student counseling, community service, committee work, skill in handling teaching routines or other professional duties, and for proper ethical relationship.[1]
3. Academic Achievement	Master's degree with plans for further academic advancement. Exception may be made in fields where recognition and achievement are of more significance than receipt of degree.
4. Professional Growth and Development	Definite plans for continued professional study and potential for involvement in professional activities.

To Be Employed As or Promoted to Assistant Professor

1. Teaching	Same as Instructor if prospective employee. If being promoted, demonstration of superior teaching as evidenced by evaluation.[2]
2. Service to Institution	Willingness and availability to counsel students, beyond mere advising for registration and classroom contact. Potential for or interest in community work. Regular attendance and some contribution at committee meetings. Willingness and skill in handling teaching routines and necessary peripheral duties. Effective advisement of student organizations. Maintenance of proper professional ethics.[1]
3. Academic Achievement	All work for the doctorate except dissertation in areas where Ph.D. or Ed.D. is appropriate or, in other areas, significant potential in specialization.
4. Professional Growth	Membership in regional professional organizations. Continuous study or research or creative work.

To Be Employed As or Promoted to Associate Professor

1. Teaching	If no college experience, potential for superior teaching. If experienced but new employee, evidence of superior teaching as revealed by recommendations. If being promoted, demonstration of superior teaching as evidenced by evaluations.[2]
2. Service to Institution	Recognized success as counselor to students. Demonstrated interest in community activities. Interest in committee work demonstrated by regular participation and contributions. Willingness and efficiency in handling teaching routines and necessary peripheral duties. Effective advisement of student organizations. Maintenance of proper professional ethics.
3. Academic Achievement	Doctorate or extraordinary recognition and achievement in specialization. Where appropriate, a second Master's degree or other study may be considered in lieu of a doctorate.
4. Professional Growth	Continuous study, formal or informal.[3] Participation in professional organizations. Demonstration of research or creative work.[4] Local recognition in area of competence.[5]

To Be Employed As or Promoted to Professor

1. Teaching	Same as for Associate Professor.
2. Service to Institution	Skilled in working with committees as evidenced by noteworthy contributions. Sucess as counselor to students. Effective advisement of student organizations. Participation in community activities. Maintenance of proper professional ethics.[1]
3. Academic Achievement	Same as for Associate Professor.
4. Professional Growth	Continuous study, formal or informal.[3] Significant participation in state, regional, or national professional organizations. Continuous demonstration of research or creative work.[4] State, regional, or national recognition in area of competence.[6]

To Be Granted Tenure as an Assistant Professor

1.	Teaching	Same as for Associate Professor.
2.	Service to Institution	Same as for Associate Professor.
3.	Academic Achievement and Professional Growth	Either: (A) Doctorate or extraordinary recognition and achievement in specialization. Where appropriate, a second Master's degree or other study may be considered in lieu of a doctorate. Or (B) Continuous study, formal or informal.[3] Participation in professional organizations. Demonstration of research or creative work.[4] Local recognition in area of competence.[5]

Explanatory Notes

[1]See A.A.U.P. statement on professional ethics in "Academic Freedom, Responsibility and Professional Ethics" in this handbook.

[2]See section 5 for instruments for evaluating teaching.

[3]Professional growth may include the following: (a) service on statewide, regional and national committees, panels; (b) attending updating workshops, seminars, short courses, institutes; (c) state, regional, or national offices or executive positions in learned or professional societies; (d) travel related to one's particular field of teaching and research. (Items b and d may also satisfy part of Criterion Number 3--"Academic Achievement.")

[4]Performance or exhibitions before state, regional, or national groups. Publications and papers presented before learned societies or meetings. Publications and papers should be listed and separated in the following fashion and identified by the department chairman in the candidate's dossier as to their significance as contributions to the particular discipline:

(a) Books and memographs,
(b) Publications and papers, reviewed before acceptance,
(c) Abstracts and reprints (e.g., an anthology),
(d) Publications and papers not reviewed,
(e) Journalistic (poplar) writings.

Creative work should also be evaluated by the candidate's department chairman or some faculty member of higher rank and recognized competence in the same artistic area.

(I. C, 3 continued)

[5]Consulting, conducting workshops, speech-making or performing locally (businesses, public schools, civic clubs, churches, etc.). In these activities it is assumed that the faculty member is utilizing his area(s) of competence as an extension of his research or classroom teaching for the benefit of those who would normally not have access to regular classroom instruction.

[6]Consulting, conducting workshops, speech-making, performing for businesses, public schools, civic clubs, churches. etc. Indication of one's recognition as as expert by other academic, business or professional people. Could be demonstrated by invitations to be on program of scholarly or professional meetings. (These and certain activities under "Professional Growth" may also be considered as evidence of Criterion Number 2--"Service to the Institution.")

(I. C, 4)

4. Curriculum Vitae

The curriculum vitae which is to be included in the dossiers of candidates for promotion or tenure as assistant professor shall follow this format (which is arranged to coincide with the four criteria defined):

Name
Date

Teaching (or work experience for non-teaching faculty):

Date	Title	Institution and Department

Service to Institution:
Committee membership:
Counseling experience:
Advisement of student organizations:
Participation in educational activities: (talks to high school classes or Beta clubs, judging of high school achievement tests, leader or member of seminars in field of interest or in general education, leader or member of discussion groups in field of interest or in general education)
Participation in community activity:

Academic Achievement:

Degree	School	Years

M.A. Thesis:

Ph.D. Dissertation:

Honors:

Professional Growth:
Membership and offices in scholastic honoraries:

Membership and offices in professional societies:

Publications:

Papers read:

Editorships:

Work in progress:

Listed in directories:

5. Evaluations

Evaluation of a faculty member's work should be continuous inasmuch as evaluation should aid a faculty member in becoming more effective in the performance of his/her duties as well as offering evidence for promotion and/or tenure.

Although evaluation of classroom success is necessarily somewhat subjective, three modes of evaluation can to a significant degree objectively measure teaching effectiveness: self-evaluation, evaluation by the department chairman, and student evaluation. Because West Georgia College believes that teaching is the most important function of a faculty member, the focus of evaluation instruments shall be on teaching and related duties.

The instruments of evaluation are standard forms for all departments, but any school, department, or area may add questions to the self-evaluation form or the department chairman's form which make the forms apply to the unique qualifications of the specific area. In addition, a department or area may devise, administer, and tabulate the results of an evaluation form which is especially applicable to the specific area. The department chairman shall include the results of such an evaluation form in the dossier of each department member being considered for promotion. In place of the standard forms, non-teaching areas may devise their own forms to evaluate fulfillment of duties.

Student evaluation forms shall be an official part of the administrative evaluation process. The evaluation shall be private and shall be published only with the agreement of the faculty member. The department chairman's evaluation and the self-evaluation in company with the published or unpublished student evaluation shall be in the department chairman's care and the cumulative file shall be available only to the faculty member, his/her department chairman, school dean or area supervisor, the dean of academic affairs, the president, and the Chancellor except when the faculty member is being considered for promotion or tenure. When the faculty member is being considered for promotion or tenure, the entire file shall be made available to the promotion advisory committee. If the self-evaluation and department chairman's evaluation are computerized, code symbols shall be used to insure anonymity.

Copies of the forms for self-evaluation and the evaluation by the department chairman are given on the next pages.

(I. C, 5 continued)

WEST GEORGIA COLLEGE
SELF-EVALUATION OF TEACHING METHODS AND EFFECTIVENESS

(To be submitted by each member of the teaching faculty at the close of the Spring Quarter and at the time he or she is being considered for promotion. The 12 months immediately before the date submitted are the period to be covered.)

Name of faculty member _____ Date _____
Computer Code Symbol _____

COURSES TAUGHT

Qtr.	Course No.	Title	No. of Students

INSTRUCTIONS: On the scale to the right of each statement, check the letter representing the degree of practice as explained below. If the item is appropriate for some courses and not for others, consider the courses for which appropriate and note courses to which item is inapplicable on the back of this sheet. Make any other explanatory notes you consider necessary on the back of the sheet.

SCALE: A -- To maximum degree practicable.
B -- To a significant degree.
C -- To some extent.
D -- No.
E -- Not applicable to courses.

A	B	C	D	E

EFFORTS TO INCREASE TEACHING EFFECTIVENESS:

(1) I studied the results of the Student Course Evaluations for the purpose of improvement.
(2) I read books or articles on instructional techniques or innovative methods.
(3) I discussed instructional techniques or innovative methods with my colleagues.
(4) I endeavored to make my courses more interesting and effective.

EFFORTS TO INSURE THAT COURSE CONTENT IS CURRENT AND COMPREHENSIVE:

(5) I reviewed recent publications in my field.
(6) I discussed course content with colleagues at other colleges.
(7) I attended professional meetings.
(8) I coordinated course content with teachers of related courses.
(9) In multi-section courses, I followed the departmental syllabus.

(I. C, 5 continued)

	A	B	C	D	E
EFFORTS TO PLAN, DESIGN,OR REDESIGN THE COURSES:					
(10) I published and distributed to each student the course objectives and syllabi.					
(11) I made available to students an outside reading list or list of publications.					
(12) I covered the knowledge points or skills necessary for students to progress to courses for which my courses were prerequisites.					
(13) I followed my course syllabi.					
EFFORTS TO INCREASE STUDENT INTEREST AND PARTICIPATION:					
(14) I attempted to effect student participation and involvement.					
(15) I related the course contents to the students' perceived needs.					
(16) I utilized instructional aid such as films, slides, transparencies, charts, TV, audio tapes, and models.					
(17) I utilized such techniques as field trips, guest speakers, case studies, and panel discussions to increase student interest and to improve learning.					
EFFORTS TO EVALUATE INSTRUCTIONAL EFFECTIVENESS AND TO BRING STUDENT PERFORMANCE UP TO STANDARDS:					
(18) I devised and used throughout the courses methods to determine the progress students were making toward course objectives.					
(19) I kept each student informed throughout the courses of the degree to which he or she was doing satisfactory work.					
(20) I held personal conferences to individualize instruction.					
(21) I required students to re-do unsatisfactory work.					
(22) I offered extra instruction to weaker students.					
(23) I made a conscientious effort to bring weaker students' performance up to standard before I awarded them an unsatisfactory grade.					
RESULTS OF MY INSTRUCTIONAL EFFORTS:					
(24) Course objectives were accomplished.					
(25) I increased student interest in the field.					
(26) I attempted to engender an attitude appropriate for the student to successfully and meaningfully recognize the challenges of the world around him.					
(27) I attempted to improve each student's written and oral communication skills.					
(28) I consider that the methods used increased the analytical skills of students and their ability to be innovative and imaginative.					

Signature of Faculty Member

(I. C, 5 continued)

WEST GEORGIA COLLEGE

EVALUATION BY DEPARTMENT CHAIRMAN

(To be completed by the department chairman for each member of the department at the close of the Spring Quarter, or at the time he or she is being considered for promotion.)

Name of faculty member_____ Date_____

Computer Code Symbol _____

Scale: A -- To maximum degree practicable.
B -- To a significant degree.
C -- To some extent.
D -- No.
E -- Not applicable.

	A	B	C	D	E
ACCEPTANCE OF COLLEGE ASSIGNMENTS (department and college)					
(1) He accepts departmental and college assignments willingly.					
ATTITUDE					
(2) He acts in the best interests of the department and the college.					
(3) He takes a professional attitude in human relations and personnel problems.					
(4) His approach to problems is mature and reasonable.					
COOPERATION					
(5) He assists colleagues and others with their problems.					
(6) His suggestions and actions are constructive rather than destructive.					
PERFORMANCE ON COLLEGE ASSIGNMENTS (department and college)					
(7) He performs his assigned departmental duties.					
(8) He performs college-wide duties (committee assignments, etc.)					
PROFESSIONAL BEHAVIOR AS IT RELATES TO HIS PROFESSIONAL ACTIVITIES AND THE GOALS AND NATURE OF THE INSTITUTION. (Department and campus)					
(9) He acts responsibly (see "Professional Ethics," II,A,3)					
FACTORS RELATING TO TEACHING EFFECTIVENESS					
(10) He displays enthusiasm which vitalizes his teaching.					
(11) He displays skill and willingness to advise and consult with individual students.					
(12) He follows the general policies of the department/ college relative to course content, approach, objectives, etc.					

Description of specific faculty assignments and services:

_____

_____

Other comments: _____

_____

Department Chairman: _____

D. Removal for Cause (Article V, Section 4, WCC Statutes)

1. The President may at any time remove any faculty member for cause. Adequate cause for dismissal will be related directly or substantially to the fitness of the faculty member in his professional capacity. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or rights of American citizens.

2. Grounds or "cause" for dismissal may include, but shall not be limited to, the following conduct unbecoming a faculty member: conviction of a felony or a crime involving moral turpitude during the period of employment, or prior thereto if the conviction was willfully concealed; evidence of incompetency, gross inefficiency, demonstrated lack of professional growth, or default of academic integrity in teaching, research, or scholarship; intentional or habitual neglect of duty; obstruction or disruption of teaching or any other institutional function; use, possession or distribution of illegal drugs; immoral or obscene conduct; willful violation of Regents' policies and published rules of the institution; teaching under the influence of alcohol or drugs, and any other use of alcohol or drugs which interferes with the faculty member's performance of duty; physical or mental incompetency as determined by a medical board or a licensed physician and confirmed by a committee of the Faculty Senate; failure to carry out assigned responsibilities toward students, departments, colleagues, or the College; false swearing with respect to official documents filed with the College.

3. Dismissal of a faculty member with tenure, or a non-tenured faculty member before the end of a specified term, shall be preceded by: discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement; informal inquiry by the appropriate Senate committee which may, failing to effect an adjustment, advise the President whether dismissal proceedings should be undertaken (however its advisory opinion shall not be binding upon the President); a statement of charges framed with reasonable particularity by the President or his/her designated representative.

4. A dismissal, as defined in 3 above, should be preceded by a statement of reasons or charges and the faculty member concerned shall have the right to be heard by a Faculty Hearing Committee of the College. The Faculty Hearing Committee shall consist of five faculty members, appointed by the President from a panel of eight recommended by the Faculty and Staff Personnel Committee and approved by the Faculty Senate. The Faculty Hearing Committee shall meet as a body when it is called into session by the President or by a faculty member who is subject to dismissal as defined in 2 above. When called into session, the Faculty Hearing Committee shall elect a chairman from among its membership. A member shall remove himself/herself from the case, either at the request of a party or on his/her own initiative if he/she deems himself/herself disqualified for bias or interest. If a member removes himself/herself from a case, the President shall appoint another faculty member as a replacement.

5. In all instances the following hearing procedures shall apply:

a. Service of notice of the hearing with specific reasons or charges against the faculty member in writing will be made at least ten (10) days prior to the hearing. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If a faculty member waives a hearing, but denies the charges against him/her or asserts that the charges do not support a finding of adequate cause, the hearing committee will evaluate all available evidence and rest its recommendation upon the evidence in the record.

b. The Faculty Hearing Committee, in consultation with the President and the faculty member, may exercise its judgment as to whether the hearing should be public or private.

c. During the proceedings the faculty member will be permitted to have an academic or other personal advisor of his/her own choice.

d. A tape recording, brief of evidence or summary transcript of the proceedings will be kept and made available to the faculty member and the administration in the event an appeal is filed.

e. The Faculty Hearing Committee may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

f. The faculty member and the administration will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence.

g. The faculty member and the administration shall have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear and the Committee determines that the interests of justice require the admission of his/her statement, the Committee may by affidavit record the sworn testimony of the witness.

h. In the hearing of charges of incompetence, the testimony may include that of qualified faculty members from this College or from other institutions of higher education.

i. The Faculty Hearing Committee will not be bound by formal rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved.

j. The findings of fact and the decision of the Faculty Hearing Committee will be based solely on the hearing record.

k. Except for such simple announcements as may be required, covering the time of the hearing and similar matters public statements and publicity about the case by either the faculty member or administrative officers should be avoided until the proceedings have been completed, including consideration by the Board of Regents. The President and the faculty member

will be notified of the decision in writing and upon request will be given a copy of the record of the hearing.

l. If the Faculty Hearing Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President does not approve the report, he/she may state his/her reasons for doing so, in writing, to the Faculty Hearing Committee for response before rendering his/her final decision. If the Faculty Hearing Committee concludes that adequate cause for a dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it may so recommend, with supporting reasons. The President may or may not follow such recommendations.

m. After complying with the foregoing procedure the President may send an official letter to the faculty member notifying him/her of his/her removal for cause. Such a letter shall be sent by certified mail to be delivered to addressee only, with receipt to show to whom and when delivered, stating the charges which he/she has found sustained, and notifying such person that he/she may file an appeal within twenty (20) days after the date of receipt of such notice and charges, with the Executive Secretary of the Board of Regents for its consideration. The Board or a committee of the Board shall investigate the matter thoroughly and render its decision thereon within sixty (60) days from the filing date of the record of the case with the Executive Secretary. The Board or a committee of the Board may review the dismissal based on the record of the committee hearing, or it may provide an opportunity for argument, oral or written or both, or it may order a new hearing of the case before the Board or a committee of the Board. The decision of the Board shall be final and binding for all purposes.

n. Upon dismissal by the President, the faculty member shall be suspended from employment without pay from the date of receipt of the final decision by the President. Should the faculty member be reinstated by action of the Board of Regents, he/she shall be compensated from the date of suspension.

o. Any faculty member dismissed on grounds other than those enumerated above has the right to appeal to the Board of Regents in accordance with Article IX, By-Laws of the Board of Regents.

E. Right to Redress (Article V, Section 7, WGC Statutes)

Any faculty member, administrative officer, or employee of the College who believes that his/her rights have been invaded or ignored by any other faculty member, administrative officer, or employee of the College, and who is unable to obtain within his/her own school or activity redress which is satisfactory to him/her, may appeal formally for redress through established channels to the President. If the President's decision does not settle the matter to his/her satisfaction, he/she may present to the

(I. E continued)

President a formal appeal to the Board of Regents as provided in Article IX, By-Laws of the Board of Regents.

F. Grievance Procedures

1. A person having a grievance shall attempt to resolve it at all levels through that of the Vice President and Dean of Faculties before submitting it to the chairperson on the Subcommittee on Faculty and Staff Grievances. The person should understand that a committee appointed to hear the grievance functions to study the case and to make recommendations: it is not empowered to reverse decisions.

2. A person submitting grievance shall follow the stated procedures at each level:

Department Chairperson (or Supervisor):

(a) The aggrieved person shall first discuss the grievance with the appropriate chairperson.
(b) If the matter is not resolved at this level, the person should prepare a written statement clearly delineating the grievance, supplying appropriate documentation.
(c) Simultaneously, the department chairperson shall prepare a written statement to justify his/her action.
(d) These documents shall be forwarded to the next highest administrative level.

Dean of School (or other Administrator):

(a) Upon receipt of the documents, the dean of the school shall review the grievance in consultation, if necessary, with the person involved, the department chairperson, and/or any other persons who might provide useful information.
(b) If the grievance is not resolved at this level, the dean shall prepare a written statement describing his/her actions and justifying his/her decision.
(c) The folder of documents including the dean's statement shall be forwarded to the next highest administrative level.

Vice President and Dean of Faculties

(a) The Vice President shall review all statements concerning the case. He/she may consult with the involved dean, department chairperson, and faculty or staff member before rendering a decision on the grievance.
(b) If the person filing the grievance is not satisfied with the decision, the Vice President shall forward the folder including a written statement of the decision and justification to the Chairperson of the Subcommittee on Faculty and Staff Grievances.

Chairperson of the Subcommittee on Faculty and Staff Grievances:

(a) Upon receipt of the folio concerning the grievance, the chairperson of this committee shall consult with the Chairperson of the Faculty and Staff Personnel Committee. They shall appoint

a committee of three to five persons to hear the appeal.

(b) The committee appointed shall be constituted to assure that the aggrieved person receives a fair and impartial hearing.

(c) This committee to hear the grievance shall consult, within reason, with anyone it deems appropriate.

(d) This committee shall forward its decision with justifications to the Chairperson of the Faculty and Staff Personnel Committee who shall present it to the full committee for consideration.

(e) The Chairperson of the Faculty and Staff Personnel Committee shall submit the folio including the recommendation of the full committee to the Vice President.

(f) Simultaneously, a letter stating that action has been taken concerning the grievance shall be transmitted to the Executive Secretary of the Faculty Senate and to the aggrieved person.

(g) The Vice President shall assume responsibility for transmitting all information back down through the appeal chain.

President of the College:

If the grievance is not resolved at this point, the aggrieved person may appeal to the next highest level - the President of the College.

II. MISCELLANEOUS PERSONNEL POLICIES

A. Academic Freedom, Responsibility, and Professional Ethics (Article V, Section 1, WGC Statutes)

1. Academic Freedom

Any faculty member is entitled to full freedom in the classroom in the research and in the publication of results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return shall depend on the approval of the President.

Any faculty member is entitled to freedom in the classroom in discussing his/her subject, but should be careful to present the various scholarly views related to the subject and avoid presenting totally unrelated material. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

2. Academic Responsiblity

The concept of freedom should be accompanied by an equally demanding concept of responsibility. The college or university teacher is a citizen, a member of a learned profession and an officer of an educational institution. When such a person speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge the profession and the institution by one's utterances. Hence he/she should at all times be accurate, should exercise restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesman.

3. Professional Ethics

The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him/her. One's primary responsibility to one's subject is to seek and to state the truth as one sees it. To this end one should devote one's energies to developing and improving scholarly competence. He/she accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He/she practices intellectual honesty. Although one may follow subsidiary interests, these interests must never seriously hamper or compromise freedom of inquiry.

As a teacher, the professor encourages the free pursuit of learning by his/her students. He/she holds before them the best scholarly standards of his/her discipline, demonstrates respect for the student as an individual, and adheres to the proper role as intellectual guide and counselor. He/she makes every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. He/she respects the confidential nature of the relationship between professor and student, avoids any exploitation of students for private advantage and acknowledges significant assistance from them. He/she protects their academic freedom.

As a colleague, the professor has obligations that derive from common membership in the community of scholars. He/she respects and defends the free inquiry of associates. In the exchange of criticism and ideas he/she shows due respect to associates, and respect for the opinion of others. He/she acknowledges academic debts and strives to be objective in the professional judgment of colleagues. He/she accepts a share of faculty responsibilities for the governance of the institution.

As a member of the institution, the professor seeks above all to be an effective teacher and scholar. Although he/she should observe the stated regulations of the institution, provided they do not contravene academic freedom, he/she should maintain the right to criticize and seek revision. He/she determines the amount and character of work to be done outside the institution with due regard to his/her paramount responsibilities within it. When considering the interruption or termination of his/her service, one recognizes the effect of one's decision upon the program of the institution and gives due notice of intentions.

As a member of the community, the professor has the rights and obligations of any citizen. He/she measures the urgency of these obligations in the light of responsibilities and to his/her subject, students, profession, and institution. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

B. Equal Employment Opportunity (Article V, Section 6, WGC Statutes)

In accordance with the policies of the Board of Regents, there shall be no discrimination based on race, color, sex, religion, creed or national origin of employees in their appointment, promotion, retention, remuneration, or any other condition of employment. West Georgia College shall develop and employ an Affirmative Action Plan to assure that its employment practices are in accordance with Federal Executive Order 11246 and the policies of the Board of Regents.

C. Employment of Relatives (Policies, Board of Regents, I-2, p. 106)

The basic criteria for the appointment and promotion of faculty in the several institutions of the University System shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage provided the individual meets and fulfills the appropriate University System appointment and promotion standards as set forth in these policies.

No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance, or welfare.

In accordance with the policy of the Board of Regents, there shall be no discrimination based upon race, color, sex, religion, creed, or national origin of employees in their appointment, promotion, retention, remuneration, or any other condition of employment.

For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing.

D. Employment of Aliens

In 1955 the General Assembly of the State of Georgia adopted the following law governing the employment of aliens:

> Be it enacted by the General Assembly of the State of Georgia and it is hereby enacted by authority of the same that from and after the passage of this Act that no department of the State Government or any political subdivision thereof shall employ an alien for any purpose until a thorough investigation has been made and it is ascertained that there is no qualified American citizen available to perform the duty desired by the State of Georgia, any department thereof or any political subdivision thereof. Provided, however, that any institution of the University System of Georgia may employ any alien who is attending such institution as a student, and any such institution may employ an alien for a period of time not to exceed one year, or enter into exchange professorship agreements with institutions, foreign or otherwise, where aliens are involved, for a period of time not to exceed one year, all subject to the restrictions of this proviso but without regard to the remainder of this section.

E. Faculty Transcripts and Verification of Degrees

All faculty must have transcripts on file in the president's office for each degree completed. The college does not officially recognize the award of the degree until the transcript is received. A faculty member whose last degree was pending when employed should be certain that a transcript has been sent which shows the conferral of the degree. Faculty members who attain a higher degree after employment should do likewise. Catalogue listings of degrees must be strictly accurate on the date of publication.

Verification of all degrees held by individuals being considered for positions on the faculty of West Georgia College shall be a requirement before a definite commitment for employment becomes valid. The Vice President and Dean of Faculties is responsible for obtaining certification of degrees.

F. Employee Benefits

1. Vacations

General administrative officers of the College, deans, and other faculty and staff members with academic rank who are on a twelve month contract shall have annually a vacation of thirty calendar days, exclusive of regularly scheduled holidays.

For all other regular professional or non-professional employees, vacation periods will be earned at the following rates:

a. 1 1/4 working days per month during the first five years of employment.
b. 1 1/2 working days during each of the next five years of employment.

c. 1 3/4 working days during each year after the completion of ten years of continuous service.

Earned vacation may be accrued up to a maximum of 45 working days. Employees shall be compensated for all accrued vacation time upon termination of service for any reason.

Employees, other than temporary employees, working one-half time or more shall earn and accrue vacation time in an equivalent ratio to their percentage of time employed.

Vacation shall be taken at times mutually acceptable to the employee and his/her supervisor.

All employees on a twelve month contract are expected to be on duty during college vacations unless they choose to count this time as part of their annual vacation.

As used in this section, the term holiday means Thanksgiving Day, Independence Day, Christmas Day, etc., when all offices in the college are closed. The term college vacation refers to that time when students are not in attendance.

2. Sick Leave
(For additional information see Board of Regents, Personnel Policies, Section III, J.)

All regular employees of the University System of Georgia will accumulate sick leave at the rate of one working day per calendar month of service effective October 1, 1970. All regular part-time employees working one-half time or more will accumulate sick leave in an equivalent ratio to their percentage of time employed. Sick leave for all employees is cumulative, but a terminating employee is not entitled to sick pay after the last working day of his or her employment.

For one year of continuous service but less than four years, a sum equivalent to one month's salary.
For four years of continuous service but less than eight years, a sum equivalent to three months' salary.
For eight years of continuous service but less than twelve years, a sum equivalent to three months' full salary and an additional three months at one-half salary.
For twelve years of continuous service but less than fifteen years, a sum equivalent to three months' full salary and an additional six months at one-half salary.
For fifteen years or more of continuous service a sum equivalent to three months' full salary and an additional six months at one-half salary, from date of established illness.

In the case of academic year employees, a period of three months shall be interpreted to be the equivalent of one academic quarter.

These provisions will not apply during the period of time the employee may be on leave of absence for reasons other than illness, or periods of time during which they would not be required to perform services under the terms of their employment.

In determining the length of service of an employee in the University System, any time spent on leave or leaves of absence shall be excluded. A leave of absence shall not, however, have the effect of breaking the continuity of his service.

Any payment made under the provisions of this regulation for a continuing period of two weeks or more shall be made only on the presentation of a statement of a physician certifying to the illness of the employee. All certifications must be renewed at any time upon the request of the Chancellor or of the President of the institution involved and at least every three months.

Any payment made under the provisions of this regulation for illness or injury covered by the Workman's Compensation Act shall be reduced by the amount of any payment received under the provisions of the Act.

3. Retirement

Retirement is compulsory for every employee of the college (including administrators, faculty, staff, or hourly wage laborers, etc.) at the end of the fiscal year in which the age of 67 is reached.

Provisions for retirement on account of age, years of service, or disability shall be in accordance with the Teacher Retirement Act of the State of Georgia and such supplementary provisions thereto as may be made by the Board of Regents. The supplementary provisions, including monetary provisions, referred to in the preceding sentence, shall apply only to those persons who were employed by the college prior to April 1, 1950. All persons employed by the college on or after that date, shall be subject to the provisions of the Teacher Retirement Act of the State of Georgia and their retirement allowances and benefits shall be only those provided by this Act.

Life insurance as provided in the group insurance plan shall be continued after retirement at the option of the individual according to the terms of the policies filed in the business office. Hospitalization and any other provisions in the group insurance plan shall be continued or discontinued according to the terms of the policies.

4. Death Benefits

The compensation of all employees shall include not only the amounts paid to them in the form of regular salaries but also the following as death benefits:

An amount payable to the surviving spouse as follows: If the deceased has been an employee for less than one year, nothing shall be paid; if he/she has been an employee for one year or more, but less than two years, a sum equivalent to one month's salary shall be paid; if he/she has been an employee for two years, but less than three, a sum equivalent to two months' salary shall be paid; if he/she has been an employee for three years or more, a sum equivalent to three months' salary shall be paid. In all cases, "salary" shall mean the regular salary which the employee was receiving from the college at the time of his/her death.

(II. F, 5 continued)

5. Other Benefits

The Board of Regents provides a variety of other fringe benefits for faculty and staff, such as Workmen's Compensation Insurance, Social Security Insurance, and Group Life and Medical Insurance. Tax-sheltered annuities are also available. Contact the office of Fiscal Affairs for details concerning these benefits.

G. Leaves of Absence

Subject to approval by the Board of Regents, leaves of absence without pay may be granted for a period of not more than one calendar year for graduate study, military service, health reasons, or service or research for other institutions or agencies. Renewals may be requested for similar reasons.

When funds are available, leaves with partial pay may be granted to persons who have attained the master's degree and are pursuing a doctoral program, and who have been employed by West Georgia College for at least three years. Such leaves are for a calendar year or less and are subject to renewal.

H. Faculty Compensation for Summer School Teaching (Policies, Board of Regents, D-8, p. 71)

Payment of compensation to faculty members for full-time teaching during the summer quarter shall be at the rate of thirty per cent of their regular compensation for the regular session of nine months. The salary for summer school teaching will be adjusted proportionately for a period of time less than the full quarter of eleven weeks and/or for less than a full teaching load of fifteen hours per week.

I. Outside Employment

The Policies of the Board of Regents prescribe that a faculty member shall not engage in any occupation, pursuit or endeavor which will interfere with the regular and punctual discharge of his/her official duties. The faculty member should make written application for such employment to the President through academic channels.

Faculty members under a nine-month (academic year) contract may accept outside employment for the Summer Quarter without prior approval.

J. Communications with the Board of Regents and/or the Central Office of the University System of Georgia

Except for the President, no employee of an institution of the University System, regardless of position of rank, is permitted to communicate directly with the Board of Regents, the individual members thereof, or the Chancellor and his staff.

Policies of the Board and of West Georgia College Statutes state: "He [the President] shall be the official medium of communication between the faculty and the Board of Regents and between the students and the Board of Regents."

(II. J, continued)

The President may authorize certain officials to communicate directly with particular members of the Chancellor's staff, but in all cases carbons of letters must be sent to the President, with this fact indicated clearly on the original. Communications which have not followed the normal channels are routinely referred back by the Chancellor to the President of the institution concerned.

This procedure does not deny the right of any individual to appeal to the Chancellor and/or the Board of Regents if he/she feels that his/her rights have been invaded or ignored and that he/she has not found satisfactory redress in his/her own institution. Should the individual wish to make such an appeal, he/she needs merely to so indicate to the President and present his/her appeal (in a sealed envelope if he/she wishes) for transmittal by the President to the Chancellor.

K. Requests for Legal Opinions from the Attorney General

The State Law Department has ruled that all requests for opinions of the Attorney General, drafting of legal instruments, lawsuits, garnishments, and similar matters concerning institutions of the University System come to that office only upon request of the Chancellor. Therefore, any inquiry or request to be made of the State Law Department should be directed initially to the President of the institution for endorsement to the Chancellor.

L. Legal Holidays

This holiday schedule applies specifically to employees on fiscal year contracts. Holiday periods for others on academic year contracts are covered by other provisions. The College normally observes the following holidays:

Independence Day
Labor Day
Thanksgiving Day
Christmas Day
New Year's Day

Information concerning these holidays is disseminated in the Faculty Memo.

M. Admission to Student Activities

Faculty and staff, their spouses and children, are admitted without charge to campus athletic events, dances, concerts, plays, and other scheduled student activities. However, they are expected to pay admission (at the regular rate) for fund-raising events and other activities for which students pay admission. Subscriptions to the Mutual Concert Series also require payment at the regular rate.

Faculty sponsors should be sure that student leaders of various events understand these regulations.

The college I.D. card serves as an admission card for the faculty or staff member and his/her family. The faculty or staff member may obtain I.D. cards at nominal cost for his/her dependents.

N. Enrollment of Faculty and Staff in Courses and Instructional Programs

Since it is to the advantage of the college to encourage self-development of employees, opportunity is provided for participation in training courses and instructional programs on and off the campus.

1. Training courses

As the need is recognized, the college periodically conducts on-the-job training workshops for groups of employees in such broad interest areas as safety, purchasing procedures, and budgetary control. Department chairmen may obtain further information on workshops, or request a workshop offering for groups of four or more employees, by telephoning the Personnel Officer in the office of Fiscal Affairs.

2. Instructional programs

Non-administrative personnel are paid for actual hours worked, and any time off to attend classes on campus will be without pay unless a program is sponsored by the college.

Administrative personnel may be allowed time off to attend classes on campus; however, the plan must not be used by the individual employee merely to work on a degree. Any course must be approved by the employee's department chairman and dean or director, who must certify that the course will benefit the employee in the performance of his duties at the college. All employees are expected to pay regular fees.

Employees of any rank may take courses for credit or work toward a degree provided two conditions are met: first, the state requirement of a forty hour week (for full-time employees) must be fulfilled; secondly, required fees must be paid.

Faculty members may attend regular classes offered by other faculty members without registering as auditors. They shall not be entered on the rolls nor can they receive credit for the course unless it is repeated for credit and fees are paid.

O. Faculty absences

Since the primary purposes of the college indicate continuing contact between students and faculty, classes should meet regularly and should be used for purposes directly related to the accomplishment of the goals and objectives of the course in its curriculum context.

Faculty members who find it necessary to be away from classes should arrange for the classes to be met during their absence. They should clear plans with the appropriate department chairman and/or dean. Outside interests may not be permitted to interfere with assigned responsibilities.

P. Disruptive and Obstructive Behavior (Policies, Board of Regents, J-1, p. 164)

The Board of Regents of the University System reaffirms its policies to support fully freedom of expression by each member of the academic community and to

preserve and protect the rights and freedom of its faculty members and students to engage in debate, discussion, peaceful and non-disruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible disruptive and obstructive actions by students and faculty which tend to destroy academic freedom and the institutional structures through which it operates.

In recent years a new and serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use or display of verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest, in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which are at the very heart of education.

The Board of Regents is deeply concerned by this new problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility.

Of equal or even greater importance, such action of force as has been described above destroys the very essence of higher education. This essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

For these reasons and in order to respond directly and specifically to this new problem the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

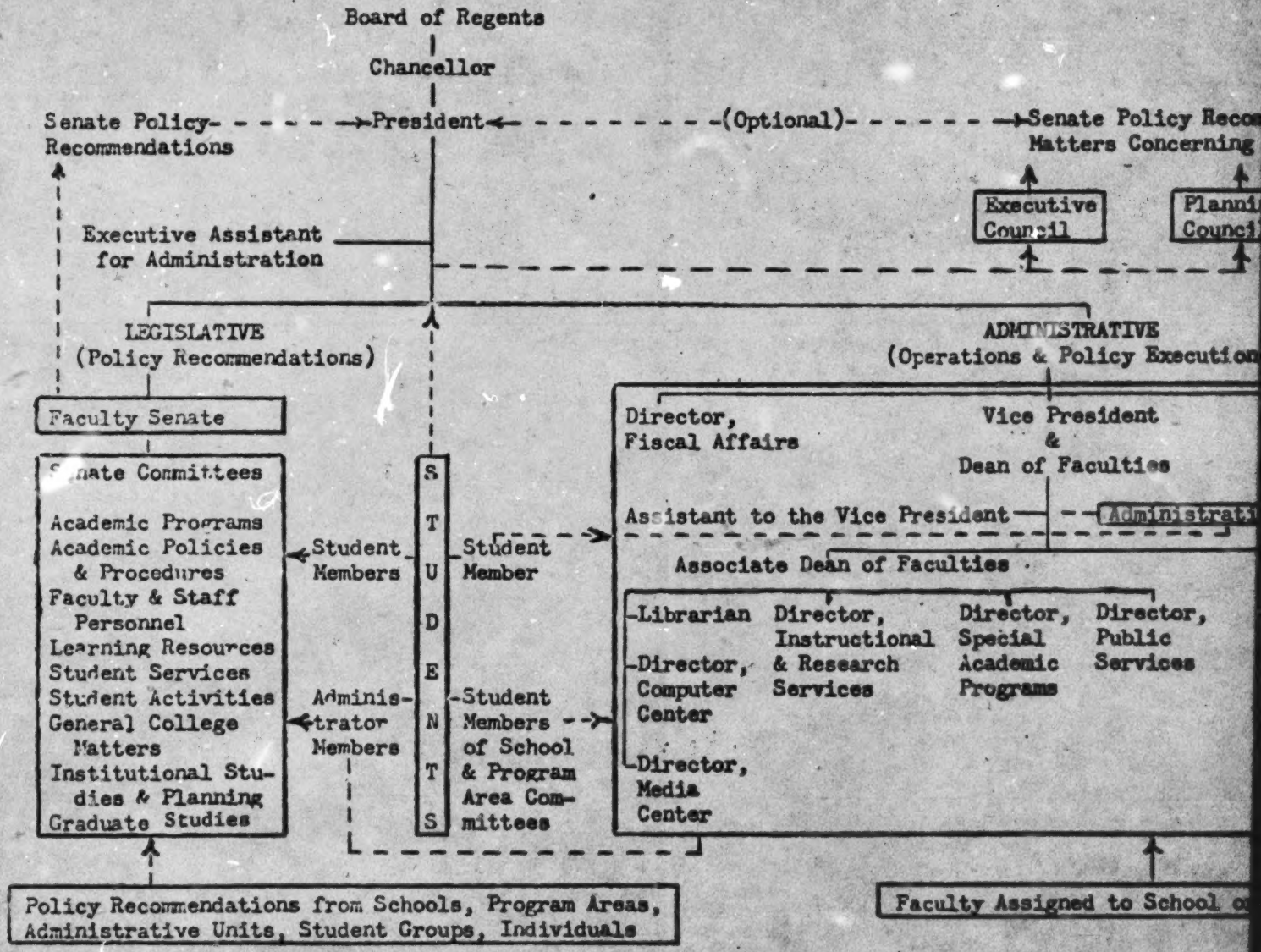
The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive or obstructive actions which interfere with academic pursuits of teaching, learning, and other campus activities.

The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April, 1968, by the Association of American Colleges in January 1968, and by the Executive Committee of the Association for Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education.

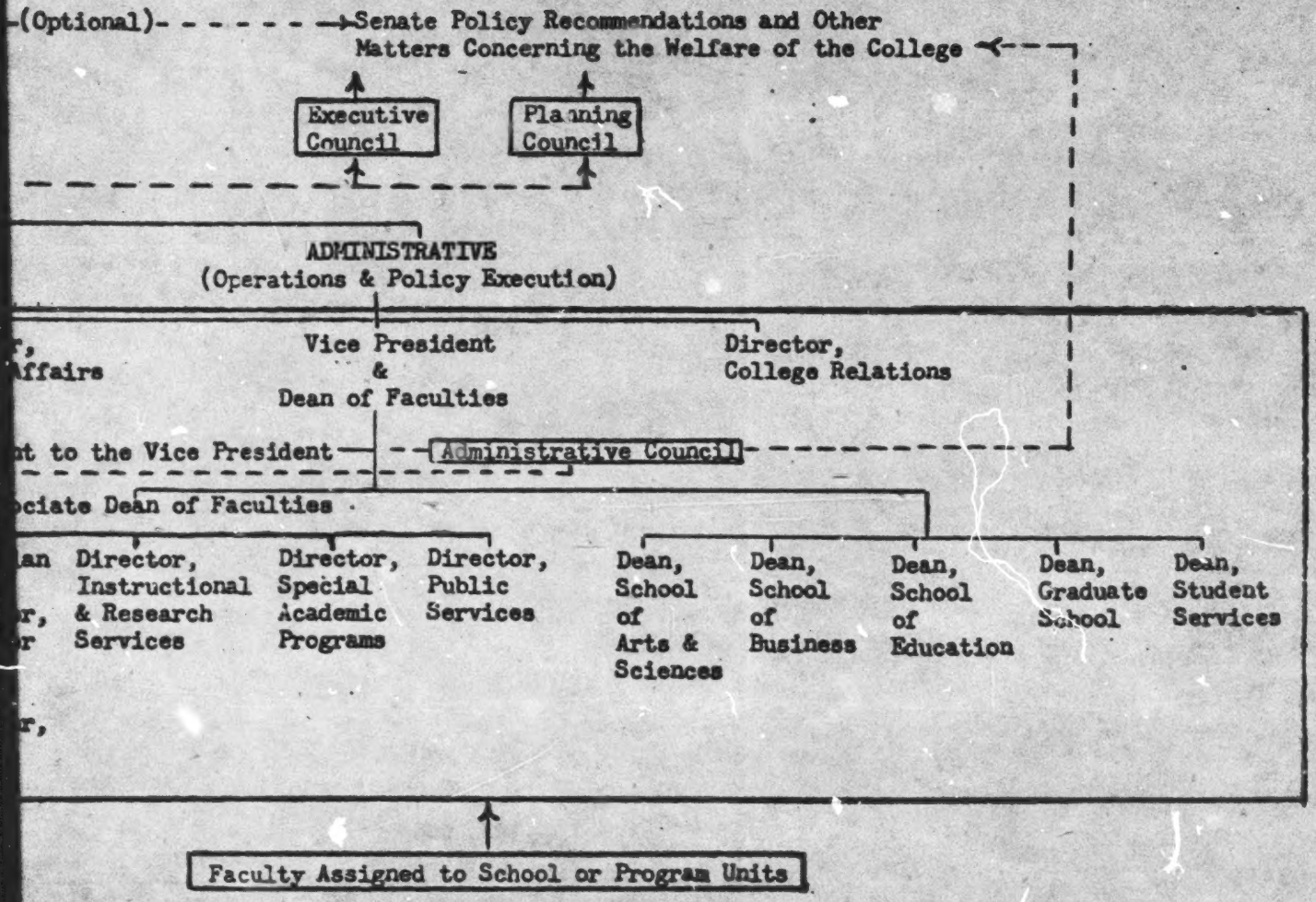
Q. Political activity

See "Academic Freedom, Responsibility, and Professional Ethics" in this handbook.

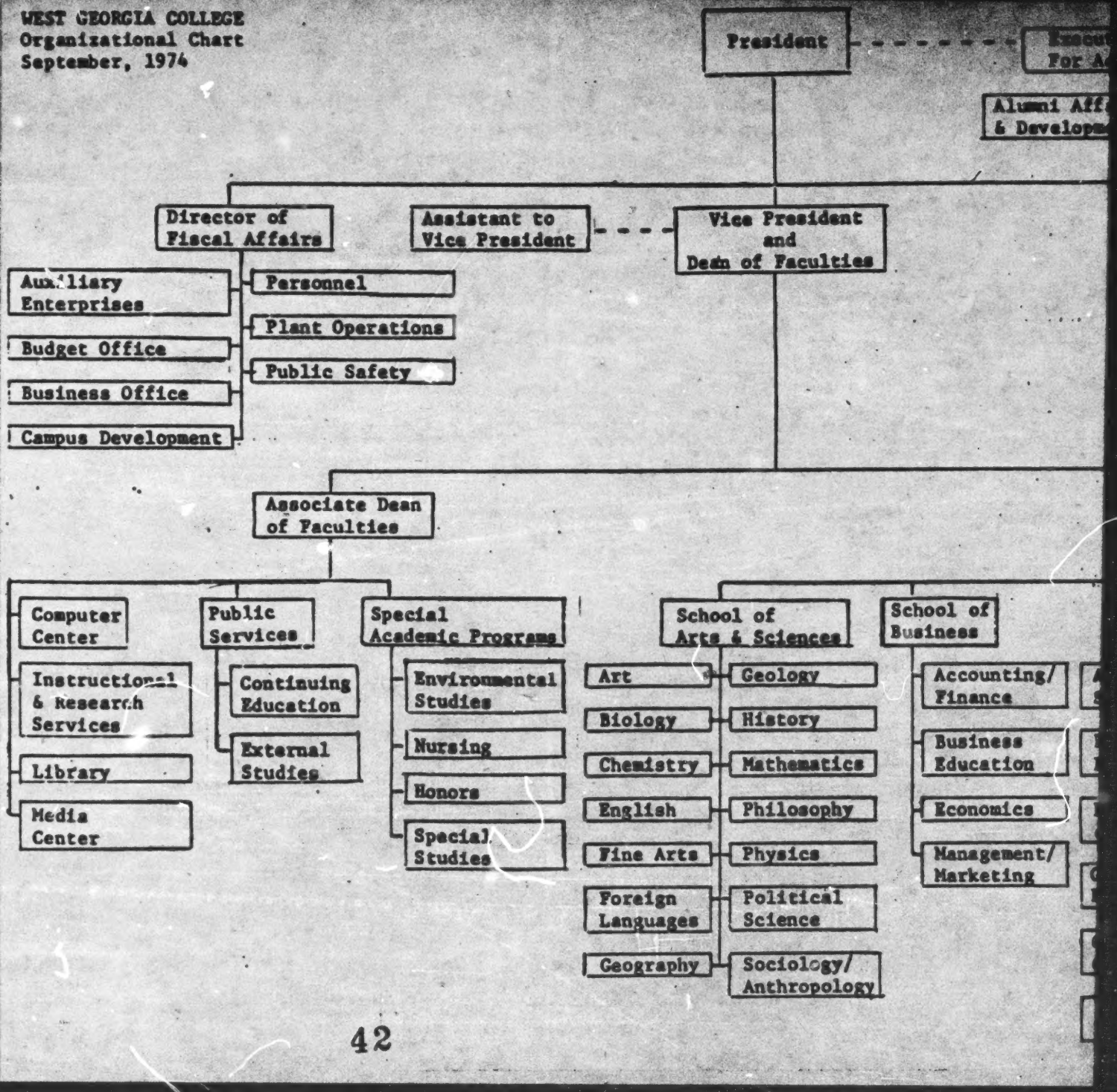
WEST GEORGIA COLLEGE
Functional Structure
September, 1974

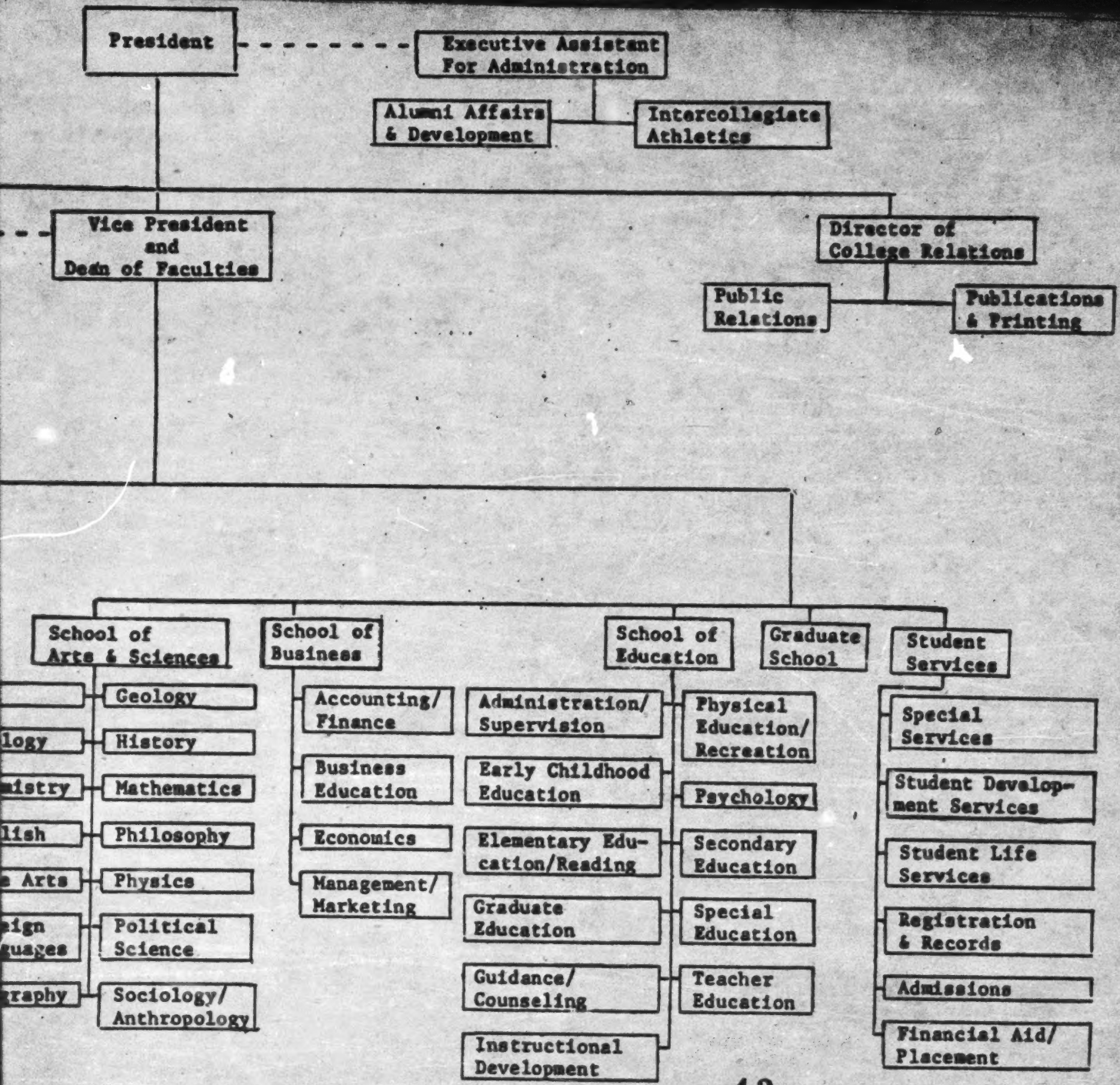


Formal Relationships _____
Functional Relationships - - - -


(Optional)
Senate Policy Recommendations and Other Matters Concerning the Welfare of the College
Executive Council
Planning Council
ADMINISTRATIVE
(Operations & Policy Execution)
Vice President & Dean of Faculties
Director, College Relations
Administrative Council
Director, Instructional & Research Services
Director, Special Academic Programs
Director, Public Services
Dean, School of Arts & Sciences
Dean, School of Business
Dean, School of Education
Dean, Graduate School
Dean, Student Services
Faculty Assigned to School or Program Units

WEST GEORGIA COLLEGE
Organizational Chart
September, 1974




President
Executive Assistant For Administration
Alumni Affairs & Development
Intercollegiate Athletics
Vice President and Dean of Faculties
Director of College Relations
Public Relations
Publications & Printing
School of Arts & Sciences
School of Business
School of Education
Graduate School
Student Services
Geology
History
Mathematics
Philosophy
Physics
Political Science
Sociology/ Anthropology
Accounting/ Finance
Business Education
Economics
Management/ Marketing
Administration/ Supervision
Early Childhood Education
Elementary Education/Reading
Graduate Education
Guidance/ Counseling
Instructional Development
Physical Education/ Recreation
Psychology
Secondary Education
Special Education
Teacher Education
Special Services
Student Development Services
Student Life Services
Registration & Records
Admissions
Financial Aid/ Placement

III. FACULTY TEACHING RESPONSIBILITIES

A. Classroom Procedures

Early in the quarter, each faculty member should introduce each course clearly in terms of objectives, topics to be covered, types of learning activities, number and nature of tests and reports, absence policies, and the system of evaluation and grading. In general he/she should cover the course content described in the catalog and syllabus (if available).

Each member of the faculty who teaches a course in the core curriculum has the responsibility of explaining the objectives of the core curriculum and discussing how the course contributes to the attainment of the objectives. A faculty member who does not subscribe to the objectives should not teach a core course.

Faculty members should define for the student their standards of proper academic conduct, what assistance is permissible in the preparation of reports, term or research papers, and outside projects, and standards of academic honesty on tests. (See "Cheating and Plagiarism" in this handbook).

Faculty members should promptly return written tests and reports to students for review. Unless final examinations are returned to students, faculty members should keep such examinations on file for at least one quarter and allow each student to review his/her paper upon request.

B. Record of Student Absences

It is important that an accurate record be kept of student absences, regardless of the instructor's policy about class cuts. This information may be needed:

1. By the deans, in making decisions about a student's academic or disciplinary status.

2. By the Director of Fiscal Affairs, in determining refund status when a student withdraws without formal notification.

3. By parents, especially of students who may be disciplinary or academic problems.

4. By prospective employers, who are interested in the student's general attendance record.

When a student has been absent for three consecutive class sessions, the Office of the Dean of Student Services should be notified so that the student may be contacted.

C. Class Rolls

On the first day of class, the instructor receives an initial class roll. If a student's name appears on the roll, he/she is authorized to be admitted to class. The instructor should admit no student to class whose name does not

appear on this roster unless the student presents an official "Drop and Add Notice" from the Registrar.

At the end of the Drop and Add Period, the instructor receives two copies of a corrected class roll. One copy is the instructor's class roll. The other copy of this corrected roll should be checked against actual class attendance, corrected if necessary, signed by the instructor and returned to the Registrar according to instructions sent with the rolls. If a student has not reported to class, the instructor should note: "Has not reported" beside the student's name. Any other discrepancies between actual attendance and the roll should also be clearly noted on the copy returned to the Registrar.

Under no circumstances should a student be permitted to remain in class unless his/her name appears on the final roster. Class rolls, grade reports and permanent records are made from data-processing cards and tapes. The Registrar will have no record to show his/her enrollment in the class for those students whose name does not appear on the roll.

Certain courses such as colloquia, special topics, and special readings provide for a varying number of hours. The chairman of the department offering such variable credit courses should indicate on the copy of the class roll returned to the Registrar the number of quarter hour credits for which the student is enrolled, the professor who is to guide the study, and the subject of the study. This information must be reported to the Registrar in the time designated on the instructions. Some of the information is required to complete the student's record and to bill the student for the proper amount of fees.

D. Course Changes and Drops

The Drop and Add Period consists of the three days immediately following registration. During this period a student may add or drop courses according to the following procedure:

The student consults with his/her advisor.
The advisor prepares a "Schedule Change Slip" available in departmental offices.
The student carries the Schedule Change Slip to the department chairman of each course to be added or dropped, and receives the department chairman's authorization.
The student presents the slip to the Registrar who issues the appropriate Drop and Add Notice.

After the Drop and Add Period, a course may be dropped if the student concerned presents to the Registrar an authenticated "Drop Memorandum" (which is available in departmental offices). These forms should be signed by the instructor and indicate a grade of W, WP, or WF as appropriate. If there are unusual circumstances surrounding the dropping of a particular course, the office of the Dean of Student Services should be contacted.

Instructors may obtain forms for dropping students for excessive absences from the office of the Dean of Student Services.

(III. D, continued)

No student should be officially dropped from, or added, to, the class roll until the instructor has received the appropriate Drop and Add Notice from the Registrar.

E. Reporting Grades

At mid-quarter, faculty members should advise each student who is not doing passing work. The instructor should also notify the office of the Assistant Dean of Student Services for Student Development if counseling appears desirable.

Final grades are recorded on the master class roll, provided by the Registrar prior to grade reporting time.

Faculty members are expected to meet the announced deadlines for turning in grades. Failure to do so results in a grade of I (incomplete) for all members of the class. The I grade can result in the student suffering an injustice since it affects academic standing in regard to dismissal and to honors. An I grade must ultimately be changed by hand.

The master roll has a perforated section which lists the social security number for each student and a place for his/her grade. It is customary for the faculty member to indicate grades on this portion, detach it, and post it on his/her office door (or another place which has been announced to the class).

West Georgia College follows the uniform grading pattern of the University System of Georgia as announced in the college catalog. Plus and minus grades may be recorded on the master roll but are not placed on the permanent record nor considered in the calculation of averages.

Master rolls also indicate students who withdraw from a course or are dropped. Those dropped for absences receive an F. Those officially dropped for other reasons are given a W, WF, or WP as the case warrants.

If a student drops or withdraws before evidence of the quality of his work has been determined by the instructor, the student is awarded a W. Students in self-paced courses who complete some, but not all, course requirements during a specific quarter should also be awarded a W. Students in self-paced courses who fail to meet minimum requirements should be awarded an F.

A student who is doing satisfactory work at the time he/she withdraws, and who withdraws before the last two weeks of a quarter, should be awarded a grade of WP.

A student doing failing work at the time of withdrawal should be given a WF. Students who drop courses during the last two weeks of a quarter are normally awarded a grade of WF.

A grade of I may be given in lieu of a final grade when a student with work of an acceptable quality (at least a D) is unable to complete the course requirements or take the final examination. It is assigned at the discretion of the instructor when illness, death in the immediate family or other unusual circumstances prevent completion of course requirements by the end of the

quarter. An instructor who assigns a grade of I will submit with the grade, two copies of a statement (on the standard form available in departmental offices) indicating the level of performance (A, B, C, or D) excluding the missed work and the work that must be done to remove the incomplete. The Registrar will file one copy with the student's permanent record and send one copy to the appropriate department chairman. The instructor should also retain one copy. It is the responsibility of the student receiving an I to arrange with the instructor (or the department chairman if the instructor is not available) to complete the required work. Undergraduates must complete the required work during the next quarter in residence. Graduate students are allowed one calendar year in which to remove the incomplete. If the work is not completed in the designated time, the grade becomes an F.

Once final grades have been turned in to the Registrar's office, all grade changes must have the approval of the dean of the appropriate school before they become effective. The printed form "West Georgia Official Change of Grade Form" (available in departmental offices) is used to effect the change.

F. Final Examinations

A schedule for final examinations is published in the quarterly West Georgia College Bulletin. Faculty members should adhere rigidly to this schedule. Giving final examinations before the time announced in the bulletin provides the student with a legitimate excuse that he/she did not have time to prepare adequately for the examination.

During the quarter of his/her graduation, a student will be excused from the final examination in each course in which he/she is doing passing work. The student has the option of requesting a final examination, if he/she desires. This is the only instance in which final examinations may be given before the time announced in the bulletin without the approval of the dean of the appropriate school.

G. Cheating and Plagiarism

Just as complete honesty should be the Professor's standard in his presentation of material, this same standard should be demanded from students when they respond for purpose of evaluation through tests, reports, projects, and term papers. Every professor has the responsibility to inculcate in students the ideal of academic honesty and to take all practical precautions against its violation.

Improper academic conduct on the part of the student shall be interpreted to mean the obtaining and using of information during an examination by means other than those permitted by the instructor, including the supplying of such information to other students. Improper academic conduct shall also include plagiarism, i.e., the purchase and use of ghost-written papers and reports, or incorporating into a report, term theme, research paper, or project, ideas and information obtained from another person without giving credit to the person from whom such information was obtained. Further, inclusion of the published or unpublished writings of another person without duly noting these sources according to normal scholarly procedures shall be considered plagiarism.

All faculty members should promote academic honesty, not only through their own high standards of scholarly conduct, but also by anticipating conditions which may lead to dishonesty on the student's part. Suspicion is not a sound basis for a healthy educational environment, and the professor must judge those instances where his/her trust will encourage responsibility rather than cheating.

Specific ways in which dishonesty may be discouraged include:

1. Testing in such a way that cheating is difficult. This may be enhanced by avoiding purely objective tests. Professors should also monitor the classroom during testing.

2. Allowing only school or departmental secretaries to type and duplicate tests. Allowing student assistants to handle testing material sometimes places them in a compromising position where students intent on cheating exert pressures to supply advance information.

3. Safeguarding tests until the time they are to be administered. Tests should never be left in an unlocked office.

4. Using student assistants to grade only simple, uncrucial tests or laboratory work. All major tests, papers, and final examinations should be graded by the professor.

5. Discouraging term papers, research papers, or projects which are merely a re-statement of printed material. Personal interpretation and evaluation should be required.

6. Adequately preparing students in class in which reports are required to the proper method of adapting source material.

7. Conducting private conferences both before and after written reports are made to insure that the student understands proper procedures, and to evaluate the student's assimilation of material.

In cases of obvious or suspected dishonesty, the professor should, in private consultation, confront the student with the evidence, determine and enforce the penalty if a penalty is warranted. In the event the incident cannot be resolved satisfactorily to both parties, either has recourse to the Appeals Subcommittee of the Academic Policies and Procedures Committee of the Faculty Senate.

H. Faculty Office Hours

The faculty member should announce to his students and post on his door (or other appropriate place) a schedule of office hours, and be available consistently during those hours. The total scheduled hours should not be less than ten hours per week and include morning and afternoon periods on most days.

Conferences at other hours should be available by appointment for the mutual conveniences of students and the faculty member.

I. Field Trips

Field trips are of recognized value in the educational process, but it should be recognized that a problem arises if a student is asked to miss other classes to make the trip. Field trips should have the approval of the dean of the appropriate school, who should be provided with a list of the students who are to participate, the time of departure, expected time of return, and purpose of the trip. When field trips have been approved, the instructor should provide each student who is to participate with a notice that may be shown to those other instructors from whose class the participant will be absent.

Wherever practicable, the college bus or vans should be used as the means of transportation for field trips. Drivers of personal automobiles on trips carrying college students are liable for damages for negligence, just as they would be under other circumstances. (See "Faculty Liability", and "Use of Bus and Vans" in this handbook.)

J. Procedures for Effecting Curriculum Changes

The Academic Programs Committee of the Faculty Senate is charged with the responsibility of reviewing each proposal for a change in the undergraduate curriculum (adding, dropping, or modifying course offerings, degree programs, or majors). The committee recommmends approval or disapproval of the proposed change in course offerings to the Vice President and Dean of Faculties and proposed change in degree programs or majors to the Senate. The Senate Committee on Graduate Studies has similar responsibilities with respect to graduate courses and programs.

Proposals for undergraduate curriculum changes are normally initiated at the departmental level and require approval by the departmental faculty and the appropriate school dean. Graduate curriculum changes require the approval of the graduate faculty of a school (or the advisory board authorized in the by-laws of the school) and the appropriate school dean.

In the case of new degree program proposals, preliminary study and approval by the Chancellor's Staff is required. A description of the form required to obtain such approval is available in the office of the Vice President and Dean of Faculties. Once approval by the Chancellor's Staff has been received, the proposal is sent to the appropriate Senate committee for consideration and recommendation to the Faculty Senate. When approved by the Senate, the Vice President, and President, a proposal written according to the format (for which copies are available in the office of the Vice President and Dean of Faculties) is sent to the Chancellor's office for consideration by the Board of Regents.

Proposals for adding, modifying, or dropping individual courses should be forwarded to the appropriate Senate committee. Courses numbered 400 - 499 are considered by the Academic Programs Committee before being considered by Committee on Graduate Studies for inclusion in the offerings of the graduate school. If approved by the committee and the Vice President and Dean of Faculties, a new course can be offered in the second quarter following approval. Other approved changes can take effect in the quarter following approval.

The form and content of the documentation required to obtain Senate Committee approval can be obtained from the appropriate Committee Chairman.

(III. J, continued)

Proposals must be sent to the committee chairman before November 1 if the proposed changes are to be printed in the next edition of the college catalog.

K. Textbook Orders and Adoptions

Orders for textbooks are placed approximately five weeks before the end of the quarter preceding their use in accordance with a schedule provided by the Campus Bookstore. Individual faculty members turn their orders in to department chairmen who consolidate departmental requirements on a form provided by the Bookstore. These forms are forwarded to the Bookstore through the office of the school dean.

If a class has more students than anticipated, the instructor should contact the manager of the Bookstore as soon as possible.

If an instructor anticipates a change of text at some future date, the manager of the Bookstore should be notified so that extra copies may be disposed. A notice of one quarter is preferred.

There should be a reasonable correlation between the textbook and the catalog's description of the course. Unless special justification can be established, a single textbook (or set of textbooks) should be used by all sections in a multi-sectioned course.

L. Research, Research Grants, and Sponsored Operations

1. Research is one of the areas in which a faculty member is evaluated for promotion and tenure. (See "Employment, Promotion, Tenure" in this handbook.)

2. A modest sum is allocated annually to assist faculty members in their unsponsored research projects. Application blanks may be obtained from the Chairman of the Learning Resources Committee of the Faculty Senate. Deadlines for the submission of applications are announced in the Faculty Memo.

   Grants are restricted to full-time faculty members who have been employed at West Georgia College for at least one year and whose research project will not be used for completion of a degree. Grants are awarded to support bonafide research leading to a refereed publication. Grants are given to encourage scholarship that might otherwise go unaccomplished. Such grants may be used to help defray research expenses involving travel (transportation, food and lodging), photo duplication, equipment purchases, supplies, and publication assistance, with the following qualifications:

   a. Any item or service which is normally funded through the grantee's department is generally not a qualified candidate for fund-granting.

   b. No more than 50 percent of the subsidy can be made to a publisher up to a maximum grant of $1500 for this purpose. No private publications can be subsidized in which the author pays all the publication costs.

   c. At the discretion of the Committee, a project may be funded at an amount less than the requested amount.

(III. L, continued)

d. The applicant's department is expected to contribute 10 percent of the cost of all reusable items to be purchased by grant funding.

e. Funds are not allocated for hiring research assistants to do typing, reading film, or performing experiments (unless expertise is required).

f. Funds are not made for travel expenses to conferences.

3. Sponsored Operations

The office of Instructional and Research Services serves as the central clearing house for all proposals, contracts, and grants. This office also drafts agreements with external agencies. A representative of the office of Instructional and Research Services should assist in the negotiation of the agreement. The office provides assistance in the writing of proposals and approves the proposed budget.

The following are some general procedural guidelines:

a. Proposals involving faculty or facilities of the college must be approved by the appropriate department chairman and dean of the school involved. If the faculty or facilities of a school or department other than the one in which the proposal originates are committed, the appropriate department chairman and dean must approve the proposal.

b. If a training proposal is submitted which commits the institution to a new degree program, the degree program must have been authorized prior to submission of the proposal. New courses which are included in a funding proposal must have prior approval for inclusion in the course offering of West Georgia College.

c. The routing of proposals will be

1. Department Chairman (or Chairmen)
2. Dean of the appropriate school
3. Director of the office of Instructional and Research Services
4. Associate Dean of Faculties
5. Vice President and Dean of Faculties
6. President

d. Requests for expenditures from funded projects should be routed through the office of Instructional and Research Services. This office maintains a record of such expenditures and sends to each principal investigator or project director the balance of unencumbered funds each month. Requests for budget amendments must be routed to this office. Expenditures from the amended budget are not allowed until the amendment is approved by the Board of Regents.

e. Five days should be allowed for review of the proposal by the President or the representative authorized to sign for and commit the institution.

M. Faculty Liability

Questions about the liability of faculty members for injuries to students engaged in laboratory work, physical education, field trips or other College sponsored activities are sometimes asked.

Since faculty members are employees of the State, they enjoy sovereign immunity in the performance of their duties. In Georgia, a suit against the State cannot be maintained without its consent nor may such an action be maintained against an officer or employee of the State in his/her official capacity (Robert V. Barwick, 187 Ga. 691, 1939). However, if a faculty member should commit some act of negligence, he/she would be individually and personally liable to the injured party.

Although an adverse judgement against an employee of the State would not result if he/she were acting in an official capacity and not negligent nor willfully malicious in his/her actions, the employee could nevertheless be sued. Such nuisance suits are rare, but protection against such suits can be obtained for a nominal sum by a business affairs rider on a comprehensive home owner's policy. Professional societies (such as the Georgia Association of Educators) provide tort insurance as part of their membership fees.

N. Release of Information about Students (Article V, Section 5, WGC Statutes)

Students of West Georgia College have the right to assurance that their academic records, compiled and maintained by the College, will be recorded accurately and maintained in confidence. The College shall, however, maintain a balance between its obligation for the growth and welfare of the student and its responsibilities to society.

Transcripts of educational records shall contain only information about academic status, except that disciplinary action shall be recorded in cases where it affects the student's eligibility to re-register.

Disciplinary and counseling files shall be maintained separately from academic records and shall not be available to unauthorized persons on campus nor to any person off campus without the written consent of the student involved, except under legal compulsion or in cases where the health or welfare of persons or the safety of property are involved. No record shall be kept which reflects the political activities or beliefs of students. Provision shall be made for periodic routine destruction of noncurrent disciplinary records whenever appropriate administrative authorization is granted by the College.

The College shall make every endeavor to keep the student's record confidential and out of the hands of those who would use it for other than legitimate purposes. All members of the faculty, administration, and clerical staff must respect the confidential nature of the student's record. At the same time, the College shall be flexible enough in its policies not to hinder the student, the institution, or the community in their legitimate pursuits.

IV. FACULTY RESPONSIBILITIES OTHER THAN TEACHING

A. Advisement

The faculty advisor should bear in mind the extreme importance of his/her role. He/she should know the core curriculum and degree requirements. The advisor's work with the student can determine the degree of success the student attains. A student's initial and possibly only lengthy contact with a faculty member is with his/her advisor. It is imperative that this contact be meaningful in terms of the student's academic and personal needs.

A student should not only feel free to seek academic advice from his/her advisor but may also solicit opinions and help in any matter the student feels pertinent to his/her personal needs. The advisor should make every effort to assist the student with these needs and, if necessary, refer the student to the appropriate campus agency. Friendly and personal dialog is encouraged for the promotion of advisor-advisee rapport. The advisor functions in a strictly advisory capacity and should not attempt to force adherence to the advisor's wishes. While the advisor is expected to know college policy and curricula, it is the student's responsibility to fulfill all degree requirements.

The academic advisory system functions within the framework of the schools of the College. Assignment of an advisee to a school for advisement is made on the basis of information in the student's admission material or upon the student's stated interest after enrollment. The number of advisees in the "undecided major" category assigned to a school is based on the manpower available to the school. The Dean of Student Services has the responsibility for assigning students to specific advisors.

When an advisee is assigned to a school, the Dean of Student Services will provide the dean of that school with an advisee folder. The folder contains a record of courses taken at West Georgia College. The Registrar's office provides an evaluation of college courses taken by students who transfer from other institutions. Many advisors use departmental work sheets which show the courses required for graduation under the major (or majors) offered by that department.

A student may change his/her major by asking the advisor or the Dean of Student Services to complete a "Change of Major" form. The Dean of Student Services will then reassign the advisee to the appropriate advisor before the beginning of the next academic quarter if the request is made by the fifth week of the current quarter.

Immediately prior to the advisement period, the professor should post on his/her door (or other appropriate place) a notice to indicate the times when he/she will be available for advisement and request that advisees sign up for appointments. The advisor is expected to be available for advisement during these times.

Not only should the advisor help the student plan his/her schedule for each quarter, but the advisor should also, at the beginning of the year, plan with the student a schedule for the entire year in keeping with the student's academic goals. Haphazard or perfunctory planning can result in enrollment

in courses for which the student is poorly fitted with consequent failure, or in failing to take prerequisite courses when scheduled.

Several specific academic policies should be noted:

1. In selecting courses a student may step up one level of course numbers or down one level of course numbers. Freshmen are not permitted to enroll in 300 or 400 courses. Normally, a senior should not be enrolled in a 100 course and few should be taking courses at the 200 level.

2. Exceptions to degree requirements or substitutions for them must be recommended by the advisor in writing and approved by the appropriate dean.

3. The advisor's authority is limited in advisement matters but his power of persuasion is not. Under current policies one cannot ordinarily compel a student to take a core or required course if the student wishes to postpone it in favor of an elective. The advisor can point out the undesirable results which might stem from such a choice, and place a memorandum in the advisee's folder pointing out that the course selection was against his/her advice. Flagrant abuse of the privilege of free choice should be reported to the Dean of Student Services.

B. Counseling

In addition to the counseling normally performed by the student's advisor and instructors, the College provides free counseling for students. Qualified personnel administer diagnostic tests and offer professional counseling services to deal with personal, educational, and career problems.

Any faculty member who believes that a student is in need of these services should refer the student to the Assistant Dean of Student Services for Student Development.

C. Orientation

Orientation for freshmen and transfer students is held four times a year, at the beginning of the fall, winter, spring and summer quarters. Four one-day sessions of orientation are also held during the latter part of the summer quarter for incoming fall freshmen. Parents are invited to a separate orientation during this latter session.

The purposes of orientation are: (a) to provide the opportunity for each student to be advised by a faculty member from the student's major field of interest, if known; (b) to advise the student of opportunities for advance placement and credit (the testing program); and (c) to acquaint the student with West Georgia College, its activities, rules, and procedures.

Effective orientation requires the combined efforts of faculty, staff, and students. Faculty participation is requested through the appropriate deans or supervisors.

D. Faculty Participation in College Affairs

The policy of West Georgia College as enumerated in Article IV, Section 1 of the College Statutes is that "Faculty participation in academic government is a necessary corollary to the responsibility to teach conscientiously and investigate freely." The procedures for faculty participation in college affairs are clearly defined in the Statutes of West Georgia College and the By-Laws of the Faculties and the Faculty Senate, West Georgia College.

Participation in College affairs is expected of all faculty members. Service to the institution is one of the four criteria for the evaluation of faculty member effectiveness, as prescribed by the Policies of the Board of Regents, University System of Georgia. See "Employment, Promotion and Tenure" in this Handbook.

E. Faculty Participation in Civic Affairs

The attention of all faculty members in this matter is invited to "Academic Freedom, Responsibility, and Professional Ethics" in this Handbook.

F. Participation in Convocations and Commencement Services

Members of the faculty are expected to attend formal academic exercises of the College. Since space at such functions is normally limited, formal faculty participation is restricted to proportional representation from each school. Each administrative office is normally represented by one member.

All academic processions are arranged by the Faculty Marshal.

Academic regalia is required for formal participation in convocations, graduations, West Georgia College Day, and at other occasions when prescribed. Each faculty member is expected to furnish his own regalia which may be rented or purchased through the West Georgia College Bookstore. Such orders should be placed at the Bookstore approximately six weeks prior to the date in which such regalia is to be used.

G. Faculty-Student Relationships

The desirable faculty-student relationship within the classroom is best expressed in the section of this Handbook on "Academic Freedom, Responsibility and Professional Ethics."

The influence of the professor on the student extends well beyond the classroom. For this reason, if for no other, the personal conduct, pursuit of knowledge, and good citizenship of the professor should reflect qualities worthy of emulation. Personal conduct requires the exercise of free men and free scholars in a free society.

V. MISCELLANEOUS PROCEDURES

A. Travel Regulations

Each employee required to travel in the performance of his official duties and entitled to reimbursement for expenses incurred shall have authorization from his department chairman or other designated official for the performance of travel. Approval may be in the form of a standing authorization in the case of individuals required to travel on a regular or continuous basis, a specific authorization in the case of those individuals who are required to make occasional trips, or a specific authorization for all out-of-state trips. Specific authorization shall be in such form as to indicate the itinerary, estimate of the cost of travel, mode of transportation, and the general purpose of the travel. A copy shall be attached to the travel expense report. Travel to points just beyond the State border necessary for the accomplishment of in-state business shall not be construed as out-of-state travel for the purpose of these regulations.

The Red Carpet Travel Agency, located in The People's Bank Branch building on Maple Street, can be of assistance in planning travel. Personnel at the agency can analyze the needs of each client and furnish transportation and hotel accommodations tailored to the requirements of each individual case. The following procedure is to be followed with the Red Carpet Agency on travel requests:

a. All ticket request forms are to be signed by the Dean in the academic area or by the authorized supervisor in administrative areas, prior to booking through Red Carpet.

b. The signed request is to be taken to the Red Carpet Agency (or phoned in and mailed later in urgent cases) for their advice and booking.

The following people are authorized to approve out-of-state travel on official business and for charges to the college for airline tickets issued by the Red Carpet Travel Agency for those reporting to them:

President
Vice President and Dean of Faculties
Associate Dean of Faculties
Deans of the various schools
Executive Assistant for Administration
Director of Public Services
Director of Fiscal Affairs
Director of College Relations
Director of Instructional and Research Services

Reimbursement is made after the travel is accomplished. Travel expense accounts received in the business office by the close of business on Monday of each week will be paid by computerized check on the following Friday.

Expense statement forms have spaces for the make and license number of the car, speedometer readings, the employee's social security number, and expenses incurred while traveling.

In requiring certain of its employees to perform travel, the University System expects to reimburse them for reasonable and necessary expenses as may be incurred while traveling away from their official headquarters and places of residence. The Board has adopted the following general regulations regarding travel of employees on official business of the University System (Policies, Board of Regents, D-19, p. 79-82).

1. Transportation

   a. Reimbursement for transportation within the State may be for use of personally owned vehicles or by common carrier. Transportation outside of the State will be by common carrier unless specific authorization is received prior to the trip for the use of personally owned vehicle. It is expected that such authorization will be granted only under conditions where travel by common carrier would be more expensive or less advantageous to the University System. Reimbursement will not be made for payments for transportation other than mileage for use of a personally owned, rented or leased vehicle, or travel by recognized common carrier; payments to friends or other individuals cannot be allowed. Transportation costs between an employee's place of residence and his official headquarters cannot be reimbursed.

   b. Reimbursement for transportation within the State by personally owned, rented or leased vehicles will be at the rate per mile approved by the Budget Bureau for the actual mileage traveled in the performance of official duties. This mileage will be computed by the most direct route from the point of departure to the destination. The initial point of departure shall be considered as the employee's residence or official headquarters whichever may be nearer the destination point. Actual speedometer readings will be reported; however, personal mileage will be excluded in determining the mileage for which reimbursement may be made. The authorized mileage rate is to include all expenses incurred in the operation of a personal vehicle, but reimbursement for such items as storage, parking, bridge and road tolls cannot be made.

   c. Transportation by common carrier will be by scheduled plane, rail, or bus. Reimbursement will be made on the presentment of a ticket stub, receipt, or other documentary evidence of expenditure. Travel by scheduled airline will be by minimum fare service whenever practicable.

   d. Limousine service, taxi, or trolley fares may be reimbursed when actually incurred in connection with common carrier transportation to and from railroad, plane, or bus terminals, or meeting places, if necessary. It is expected that limousine service will be utilized when available and when arrival or departure is during daylight hours. Although receipts are not required for such items of transportation, a point-to-point explanation will be given for each such item reimbursed.

   e. Employees of the University System are authorized to rent, or otherwise contract for the use of, automobiles or other passenger carrying motor vehicles for transportation necessary and convenient to the

execution of their official duties and service to the institution, subject to the limitations and restrictions hereinafter provided:

If travel is via commercial carrier, car rental costs may be reimbursed except when commercial means are available and more economical.

Example: Rental transportation will not be authorized for a single round trip between an airport and a mid-town meeting when limousine or taxi service is available.

Example: Rental transportation will not be authorized between an employee's place of lodging and place of business within the destination city when taxi service or other transportation is available.

Rental is not authorized for transportation in the execution of official duties routinely involving high volume travel for which transportation by personally owned automobile or institution owned automobile has been previously authorized.

An employee will be reimbursed for actual rental costs incurred for official transportation. No claim will be made, and no reimbursement paid, for mileage charges accrued as a result of, or for the portion of the flat daily charge ratably attributable to, unofficial transportation.

Prior approval by employee's institution should be received.

Rental of luxury automobiles is not permitted.

2. Subsistence

Subsistence (meals and lodging) within the county of an employee's official headquarters or place of residence or within a twenty mile radius of an employee's official headquarters or place of residence, is not allowable. An employee taking annual or sick leave while away from headquarters on official business is not entitled to subsistence for the period of leave.

a. Lodging - Reimbursement will be made for lodging expense incurred in a hotel or motel on the presentation of a "paid" copy of the bill. Adequate accommodations should be obtained; however, it is expected that reservations will be made in advance, whenever practical, that minimum rate accommodations available will be utilized and that "deluxe" hotels and motels not providing commercial rates will be avoided. When a room is shared with others, reimbursement will be made on a pro rata share of the total cost. An employee on travel status, if accompanied by husband or wife who is not an employee on travel status, would be entitled to reimbursement at single room rate. Lodging expense cannot be paid other than for overnight accommodations.

(V. A, 2 continued)

b. Meals - Reimbursement will be made for the actual cost of meals within reasonable limitations. Charges in excess of a reasonable rate shall carry an explanation of the conditions justifying the charge. Requests for reimbursement shall be limited to the cost of meals for the individual employee in a travel status. Costs for meals which logically could be taken before departure or after return from travel status will not be allowed. Lunch expense will not be allowed when absence from official headquarters does not exceed three hours.

3. Miscellaneous Expenses

a. Registration fees required for participation in conventions or conferences which an employee is authorized to attend will be reimbursed when supported by a "paid" receipt. Reimbursement cannot be made for optional assessments or fees, or personal memberships. Any part of a registration fee applicable to meals shall be reported as meal expense and not as registration fee.

b. Expenses for official telephone and telegraph messages which must be paid for by the traveler are allowable. Reimbursement claims shall indicate the location from which made, the person contacted, and justification for the communication.

c. Expenditures for entertainment, laundry, gratuities, valet service and other similar personal expenses cannot be reimbursed.

B. Learning Resource Center, Computer Center, Library

These services are under the general supervision of the Associate Dean of Faculties.

1. The Learning Resource Center

The Learning Resource Center, also called the Instructional Media Center, provides the college community with instructional and audio visual services.

The Center services are divided into four functional areas:

1. Equipment distribution, utilization, and repair;
2. Software production and utilization, including all graphic arts, audio production/duplication and photography;
3. Instructional Television;
4. Radio Station--WWGC.

The Center has two offices. The main office (in the Old Biology building) provides equipment distribution to the eastern campus; services involving graphic arts, photographic and audio duplication/production are available in the main center.

The office in the New Education Center is responsible for equipment distribution in the Biology-Chemistry building and the Education Center. Instructional

Television and repair facilities are also housed in this office.

The Center recovers the cost of materials through a charge back system. A list of charges is available in all administrative offices; additional copies are available in the Learning Resource Center offices.

The Center is a centralized service for equipment inventory and preventive maintenance and repair. All audio visual equipment purchases are channeled through and approved by the Center.

The Center provides a special area in the Old Biology building and all necessary equipment for students working on media based projects.

Xerox copies, transparencies and offset masters are provided to faculty and staff.

2. The Computer Center

The Computer Center serves all areas of the college community. It is equipped with an IBM 360-40. Both batch and interactive services are available.

The Center maintains a public program library for academic and research users. Consulting services are available in the areas of programming, use of public programs, and data preparation. Any faculty member or graduate student may use the computer. Undergraduates may also use the facilities if the work is part of a course in which they are currently enrolled or if sponsored by a faculty member.

Many administrative offices make use of the computer and have extensive data files within the Center. The Computer Center serves only as a depository for the data and does not directly distribute any routine or special reports or release any information from these files. It is the responsibility of the office "owning" the data file to maintain its accuracy and to determine who may use its contents.

3. The Library

Faculty members are encouraged to make appropriate use of the library's collections and services. Library hours are posted in several places and are advertised in the West Georgian, the Faculty Memo, or the Library Memo. Faculty members should note also the following statements from separate departments in the library:

ACQUISITIONS. The faculty is encouraged to participate in the selection of books for the library. Requests for books to support courses and research in a particular discipline should be submitted to the faculty member's department chairman; requests for books of general interest or for reference books may be turned in directly to the acquisitions librarian.

Book requests must be submitted at least one quarter in advance of their need. Basic materials for new courses to be added should be ordered as soon as the course is approved, if the material is not already in the collection.

(V. B, 3 continued)

The faculty is responsible for checking the card catalog to see if a needed book is already in the library before making a request.

Library order slips are available in the department or school offices. The slips must be filled out completely and correctly to assure speedy processing. Copies of Books in Print, Cumulative Book Index, National Union Catalog, and publisher's catalogs are available in the library for faculty use.

Current books are received weekly on approval and are shelved in the Acquisitions Department for examination by the faculty. New books are put on the shelves on Wednesday afternoons and remain on display for one week. The faculty is urged to make selections from the approval books each week.

CIRCULATION. Books from the general collection circulate for a two-week period to students. Faculty may keep books until the end of the quarter but are expected to return them at that time. Books may then be renewed, if desired. All books are subject to recall when needed by another professor or student. Members of faculty families are welcome to use the college library and to borrow books in their own names for the two-week period.

Pamphlets and college catalogs may be checked out for a two-week period.

Reference books circulate only at the discretion of the reference librarian.

Government documents, with the exception of a few frequently used titles, may be checked out for two weeks from the periodicals desk on the fourth floor.

Periodicals are not circulated.

The library's collection of framed art reproductions and posters may be checked out by faculty and students for a period of one college quarter. The limit is two per patron. Between quarters, all prints remain in the library until the first day of classes in the next quarter.

RESERVE BOOKS. Faculty members who require their students to read specific books can have them placed on reserve. Such books may circulate overnight, class-to-class, three days, or may be limited to library use only.

Instructors should type their reserve lists in duplicate on the forms provided by the library. Bibliographic information should include author, title, and call number. Books should be listed alphabetically by title. The typed forms, completely filled out, should be handed to the reserve librarian at least a week before the quarter begins. Instructors may also place personal copies or xeroxed material on reserve. Books will not be put on reserve later than mid-term of the quarter.

INTERLIBRARY LOAN SERVICES. Interlibrary loans and photoduplications are handled by the Reference Department. This service is available only to faculty and graduate students engaged in specific research projects. Bibliographic information required for books includes author, title, place of publication, publisher, and date. The author, title of article, title of

periodical, volume, pages and date are required for periodical articles. Payment (personal, by department, or by grant) for photoduplication should be arranged with the librarian at the time the request is handed to him/her.

Computer searches in science and educational research are available through Georgia Information Dissimination Center.

Interlibrary borrower's cards may be issued for faculty and graduate students which allows them to borrow direct from the other libraries in the University System.

REFERENCE. Telephone reference service is available to students and faculty members. If questions require more than three minutes to answer, the librarian will call back or send the information by campus mail. A reference librarian is on duty during all library hours.

Librarians will compile brief subject bibliographies or checklists upon requests by faculty members.

CATALOGING. The library uses the Library of Congress classification system and normally accepts both the classification number and the subject headings from the Library of Congress. Fiction in English is shelved alphabetically by the author's last name, and juvenile books are arranged by Dewey classification numbers.

The library maintains a divided public catalog with the subject cards in one group and the author and title cards in another.

SERIALS. In addition to periodicals, the Serials Department acquires and services microforms and U.S. Government documents. West Georgia College is a partial depository library serving the Sixth Congressional District.

Requests for new serial subscriptions are accepted through department offices and are processed July 1 and October 1 each year. Orders for backfiles are placed from July 1 to December 1 each fiscal year.

Copy service for both hard copy items and microforms is available in the Serials Department.

In order to assure availability and to protect materials, periodical literature assigned to a class should be put on reserve in the Serials Department at least two days in advance of the assignment.

C. Use of Buildings

The reallocation, use, and alteration of space is assigned to the Director of Fiscal Affairs. He will confer with the Vice President and Dean of Faculties respecting space assigned for instructional purposes or faculty use.

A room or space on campus which is desired for meetings, special entertainment, recreation, social events, or any purpose other than classes listed in

(V. C, continued)

the quarterly bulletin must be scheduled on the official college calendar in the Student Activities Office in the Student Center. This includes outdoor activities.

Most rooms, with the exception of some rooms in the Student Center, are not available for extracurricular use until after 5:00 p.m. on weekdays. Space is provided on a first come, first served basis. A monthly calendar listing all major activities is published by the Student Activities Office, distributed in the Student Center lobby and mailed to faculty.

The Office of Public Safety should be contacted for emergency building maintenance (except during the hours of 7:30 a.m. - 4:30 p.m., Monday - Friday, when the Office of Plant Operations should be contacted).

D. Use of Bus and Vans

West Georgia College presently has one forty passenger bus, one twelve passenger van, and two nine passenger vans for use in student activities. The following procedures govern the use of these vehicles:

The vehicle should be reserved at least one week in advance. If the vehicle is to be used for trips outside of the State of Georgia or for a period in excess of three days, reservations should be made one month in advance.

The sponsoring department/organization must provide a responsible chaperon for each trip. The chaperon must be a college employee who is willing to accept the responsibility for the vehicle and the welfare of the student passengers.

The chaperon will be responsible for making vehicle reservations with the Plant Operations Department. This may be done by obtaining a vehicle request form from the appropriate school office or from the Office of Plant Operations and filling out the required information. The form should be signed by the person making the request, the department chairman, and the dean. It should then be sent to the Office of Plant Operations. Vehicle requests forms that have not been signed by all the required people are considered invalid.

It is the responsibility of the sponsoring department/organization to designate a driver and to assure the Plant Operations Department that the driver has a chauffeur's license. The driver should check out the vehicle for road test purposes before the scheduled trip.

Under no circumstances shall these vehicles be used for the transportation of any full-time employee of West Georgia College other than the driver and/or the chaperon or chaperons. (These vehicles are for student use only. Board of Regents policy does not permit institutions of the University System to own or operate passenger vehicles for employees.)

The usage mileage rates may be obtained from the Office of Plant Operations.

E. Smoking in Classrooms and Meetings

Smoking is not permitted in the gymnasium. A special room is provided for smoking in the library. Smoking is not permitted in the classrooms by faculty or students while class is in session. Smoking is permissible in the classroom between classes.

F. Student Assistants

Faculty members who desire student assistants should indicate their need to their department chairman or dean. Deans provide the Director of Financial Aid with consolidated requests for student assistants. If the names of particular students are indicated in the request, effort will be made to assign these students, provided they have made application to the Director of Financial Aid.

Student workers may work up to 15 hours per week.

Student assistants are paid on a scale ranging from $1.70 to $2.50 per hour.

Students who qualify for the College Work Study Program may work either on-campus or off-campus. Off-campus assignments are with public agencies or private non-profit agencies and students are under administrative control of West Georgia College.

The supervisor is expected to keep a record of work hours performed by assigned student assistants. If the faculty member does not have sufficient work for the assistant, he/she should report this to the department chairman or dean to allow the student to be reassigned for the maximum hours.

G. Visitor Parking Permits

Special temporary parking permits for visitors are issued at the Department of Public Safety at the request of academic or administrative officers. When conferences or meetings are to be held, it is urged that visitor's permits be obtained well in advance and mailed (if possible) to those who expect to attend.

H. Parking Regulations

Copies of the Campus Traffic Code are available at the Department of Public Safety.

I. Issuance of Keys

Each faculty member is provided with a key to his/her office and to an exterior door in the building in which he/she is housed. Keys may be issued to graduate students and secretaries at the discretion of the appropriate department chairman or supervisor. Keys will not be issued to undergraduate students.

(V. I, continued)

All persons with West Georgia College keys in their possession should take every possible precaution to insure that keys are not lost, stolen or reproduced.

Department chairmen or supervisors are responsible for collecting keys from students, faculty or other employees who leave the college or transfer to another department or position.

J. Solicitation of Funds

The following procedures are followed concerning the solicitation of businesses and private individuals for contributions to projects or organizations at the college.

1. There shall be no soliciting of funds for scholarships, loans, grants, equipment, or supplies, unless it is approved by and in cooperation with the offices of the Director of Development and/or others expressly authorized by the President.

2. There shall be no soliciting of prizes or awards either in merchandise or money unless approved by and in cooperation with the offices of the Director of Development and/or others expressly authorized by the President.

3. The privilege of selling advertising is restricted to the West Georgian and the Chieftain unless specific authorization is granted by a committee consisting of the Director of Development, Director of Public Relations, and the Director of Student Activities.

K. Personal Use of State Property

"Personal property owned by an institution shall be used only for institutional purposes. No employee in the University System shall permit such property to be removed from the campus of an institution for use on either a rental or loan basis for personal use." (Policies, Board of Regents, p. 83).

Such property includes maintenance shop facilities and equipment, audio-visual and instructional media equipment, and vehicles.

The regulation does not prohibit the use of appropriate equipment when a representative of the college speaks before civic clubs and other organizations in his capacity as a public servant and is providing a public relations service for the college.

The use of college stationery, postage, the long distance telephone lines, and the Atlanta lines for personal reasons is not permissible.

L. Faculty Memo

The Faculty Memo is published weekly by the staff of the Director of College Relations. It contains notices of coming events and news of particular interest

to and about the faculty of the College. Any information considered appropriate for this publication should be submitted directly to the Office of College Relations.

M. Equipment for Social Activities

Persons wishing to borrow items (such as punch bowls, cups, serving trays) for on-campus social activities should contact Food Services at least 24 hours before items are needed. Items should be obtained from and returned to the Student Center. All items must be signed out to a responsible person, who will indicate expected time of return. The borrower is held responsible for prompt return of all items in a condition comparable to that in which they were delivered. A breakage deposit may be requested.

N. Use of Bulletin Boards

Official boards are placed in the following places:

Martha Munro, the Student Center, the Education Building, the Education Center, Callaway, Social Science Building, Math-Physics Building, the Humanities Building, and the Library.

Those desiring to place notices on the official or other bulletin boards should have them approved by the Director of Student Activities.

Notices, handbills, posters, and banners are to be placed only on bulletin boards. They may not be placed on buildings or trees. In particular, material should not be taped to doors of buildings since many of these doors are made of plastic instead of glass.

O. Telephone Service (Usage of the Atlanta telephone lines)

The College has two direct telephone lines to Atlanta. Atlanta line service is for college business only. All official calls to Atlanta must be made on one of these lines rather than as a toll call. To use the Atlanta lines, one should dial "operator", identify himself, give his extension number and the number to be dialed and hang up. The operator will call back when the line is available. Calls are tabulated by name and extension number and are turned over to the appropriate office or school at intervals and charged to them. Academic and administrative officers are charged with the responsibility of seeing that these lines are used for official business only.

Usage of the Atlanta lines is heaviest between 10:00 a.m. and 4:00 p.m. Calls made outside these hours receive much faster service.